



JOB FRAMEWORK FINANCE MANAGER

Sunaulo Parivar Nepal (SPN), a local implementing partner of Marie Stopes International in Nepal, is a well-established NGO which is delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, outreach and Marie Stopes (MS) Ladies. It works in partnership with Marie Stopes International UK (MSI), a global charity for providing reproductive health services across the world with a mission of ensuring individual's fundamental right to have children by choice not chance.

Job Title:	Location:	Reporting to:	Probation Period:
Finance Manager	Kathmandu	Finance Controller	6 months

The Finance Manager is a key member of the Finance Department and will be responsible for managing our country-wide accounting and finance systems of the organization. The Finance Manager will bring finance expertise in country-wide Accounting and Finance systems, management of all statutory and legal compliances, donor and budget management, develop and maintain external relationships.

The Finance Manager will work collaboratively with other finance team members and members of other departments to achieve SPN's objectives. It is a role requirement that the job holder must fully comply with, promote and live **SPN CORE VALUES** as below:

Mission-driven	Client-centered	Courageous	Accountable	Resilient	Inclusive
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The below responsibilities are included for the position, but not limited to;

Key Responsibilities	Measure
General Finance & Governance	
<ul style="list-style-type: none"> Ensure contractual obligations are financially sound and appropriate for the organization 	<ul style="list-style-type: none"> No unreasonable costs to the organisation. Negotiated financial terms & conditions in the contractual obligations.
<ul style="list-style-type: none"> Ensure the regulatory requirements of all statutory bodies are met with regards to SPN's financial affairs in Nepal 	<ul style="list-style-type: none"> Documentary evidence of compliance No fines due to failure to meet requirements Unqualified external audit reports
<ul style="list-style-type: none"> Develop sound financial policies and procedures and ensure all financial transactions comply with SPN's policies and procedures, sound accounting principles and with financial management and reporting standards set by MSI and donors 	<ul style="list-style-type: none"> On-time production of high quality accounts and donor reports – no adverse reports from donors High score on MSI's Finance Scorecard

Key Responsibilities	Measure
	<ul style="list-style-type: none"> Unqualified external audit reports
<ul style="list-style-type: none"> Ensure the timely accurate production of monthly and yearly management accounts and production of financial information and statistics for SMT, SPN Boards as requested 	<ul style="list-style-type: none"> Accurate accounts/reports submitted on/before deadline Evidence of financial reports produced on request
<ul style="list-style-type: none"> Delivery of Statutory accounts that are compliant with relevant legislation, liaising with the external auditors to ensure that all work is fully prepared for the annual audit 	<ul style="list-style-type: none"> Unqualified external audit reports
<ul style="list-style-type: none"> Preparation of cash flow management and forecasting system whereby adequate funds are available for programme needs 	<ul style="list-style-type: none"> Cash resources available when needed Accurate forecast of cash needed
<ul style="list-style-type: none"> Ensure sound management of debtors, creditors and advances with effective reconciliation of all transactions 	<ul style="list-style-type: none"> No financial losses incurred as a result of ineffective debtor and creditor management
<ul style="list-style-type: none"> Assist in development of budgets for proposals to donors, maximizing contribution to direct project costs and overhead 	<ul style="list-style-type: none"> Reduced / or zero service income financial contribution to implement the projects.
<ul style="list-style-type: none"> Ensure close liaison between the finance team and other departments/functions, ensuring teams understand their budgets and are given monthly and quarterly financial reports as required 	<ul style="list-style-type: none"> Periodic budget vs. actual analysis meetings with budget-holders by finance team.
<ul style="list-style-type: none"> Develop and maintain contacts with banks, relevant government ministries, auditors, development partners and other NGOs 	<ul style="list-style-type: none"> Strengthening & enhancing external relation by x no. of meetings.
<ul style="list-style-type: none"> Where required, represent SPN at external meetings 	<ul style="list-style-type: none"> X no. of meetings attended.
Team Leadership	
<ul style="list-style-type: none"> Lead and inspire the finance team to provide service excellence to internal / external customers with internal customer care protocols and work collaboratively with other functions and the teams 	<ul style="list-style-type: none"> 360 Appraisal Fully documented performance management for all team members Personal Development Plans in place and implemented Evidence of team information/training sessions Satisfied Internal / external Customers
<ul style="list-style-type: none"> Ensure the continuing personal and professional development of the finance team, through annual KPIS and performance reviews, development and implementation of training plans and ongoing coaching 	
<ul style="list-style-type: none"> Ensure the finance team is kept fully informed of relevant developments both within SPN and externally 	
<ul style="list-style-type: none"> Lead the development of financial literacy at all levels of the organization, providing training and one-to-one coaching as required 	

Skills and Experience

Qualifications:

- Qualified accountant (CA/CPA/ACCA)
- Degree educated or equivalent



- Knowledge of Operations, Projects, Commercial, Financial Management,
- Fluent English both oral and written.

Experience:

- Proven track record working as a Finance Manager or equivalent position in a business of similar size and complexity for at least five years.
- Experience working within a finance function within a commercial or social business
- Experience developing and implementing financial and business systems
- Leadership and people management experience, leading teams to deliver against high performance standards
- Experience of managing investments and cash reserves
- Experience of working with donors and supporting bidding for donor grants

Skills:

- Ability to produce, deliver and present meaningful financial analysis and recommend appropriate actions to enhance organisational performance
- Strong leadership and people management skills
- Strong interpersonal skills – including the ability to communicate effectively both verbally and in writing with finance and non-finance people
- Analytical approach to information gathering and distillation, able to identify risks and provide solutions
- Ability to identify and disseminate best practice in financial management and reporting in an international setting
- Effective cross-cultural communicator, trainer and coach with a high standard of written English.
- Ability to run SUN system and high level of Excel skills

Attitude / Motivation:

- Pro-choice
- Interest in public health, particularly sexual and reproductive health
- Strong results orientation
- Flexibility to operate in a changing environment