FINANCE & ADMIN ASSISTANT

ORGANIZATION OVERVIEW
Possible is a collaboration that develops and tests innovations to improve health in Nepal. Our partnership is between an independent Nepal-based non-governmental organization—Sambhav (Possible)—and a US-based non-profit—Possible. Possible envisions a world where everyone, everywhere has access to high-quality healthcare rooted in evidence, inclusion, and equity. As such, we engage in rigorous and collaborative research and innovation to address evidence, implementation, and policy gaps in the equity, quality, and accessibility of healthcare. Our research endeavors and partnerships aim to address challenges in context and from stated or established needs rather than for the novelty of research. We partner with community-based organizations, public and private sector academic institutions and research organizations to leverage research and evidence to inform and implement innovative solutions to healthcare challenges in Nepal. For the last 15 years, we have been a leader in healthcare innovation in Nepal, with partnerships spanning several national and international institutions such as Kathmandu University, Harvard Medical School, University of California San Francisco, Mt. Sinai School of Medicine, and University of Washington.

POSITION DESCRIPTION
Possible, a non-governmental organization registered in Nepal, is seeking Finance & Admin Assistant to support administrative, financial, and daily operations related tasks at Sambhav (Possible). The Finance & Admin Assistant should see themselves as an advocate for Possible’s mission, vision, and values.

Reports to: Finance and Operations Officer
Direct Reports: None
Working closely with: Possible team, advisors, and partners
Location: Kathmandu with travel to districts as required

AREAS OF RESPONSIBILITY
The Finance & Admin Assistant will be chiefly responsible for the following areas of work:

1. **Support finance and grant management systems**
   a. Check and process invoices, and document receipts for payments, and maintain financial transaction in accounting software timely,
   b. Facilitate and support the partner’s report and timely settlement of the expenses
   c. Handle Petty cash and maintain its documentation as per organization’s policy
   d. Support in conducting regular reviews of budget to actual and organizations financial policy
e. Support the supervisor for preparation of monthly fund forecast, ensure all expenses within assigned budget and check completeness of all required supporting documentation for all payment’s vouchers
f. Prepare regular financial reporting and reconciliation monthly/ quarterly/ annual closing of the organization's financial transactions working closely with the supervisor
g. Assist in maintaining financial transactions and its documentation as per organization and donor compliance
h. Prepare tax reports for employees, vendors and contracts and arrange payments to tax office in a timely manner in close supervision of the line manager
i. Support in maintaining accurate, updated, and rigorous financial and accounting records for the organization
j. Support to external and internal financial audit, and any other audits as required for the legal, regulatory and partner compliance.
k. Carry out tasks set out as directed and determined by the Finance and Operations Officer.

2. **Support admin and operations functions including organizational procurement**
   a. Support the team with general office management including, but not limited to, receiving, and directing visitors, data entry, filing and coordination,
   b. Responsible for day-to-day general management of offices and provide admin support as and when required,
   c. Properly register and file all correspondence and official documents
   d. Assist required logistic support during conduction of program activities, training, and meetings,
   e. Process procurement of office supplies/equipment following Sambhav’s (Possible) procurement policy,
   f. Maintain office inventory by recording supplies and equipment received and dispensed,
   g. Arrange team members’ travel, transportation, accommodations, and other logistics support
   h. Fulfill the role of office secretariat, and perform other job-related duties as requested

3. **Provide support in logistic coordination and communication**
   a. Assist team in logistic and communication (both internal and external) as required.
   b. Conduct the running tasks like collecting signatures from the Board members on meeting minutes and other documents; dropping documents/reports to various stakeholders, but not limited to DOHS, MOHP, SWC, NHRC as relevant,
   c. Support the logistics of the Board and other stakeholders’ meeting
   d. Provide logistics assistance to the research projects and People and Culture function, for example, bulk printing of the documents, scanning and photocopying,
   e. Take meeting minutes of procurement committee and other relevant committee, and support in follow-up of action items,
f. Support in admin related task and assistance, including bank, in-land revenue department visit,
g. Mentor and support Operations trainee working closely with the supervisor,
h. Carry out the support tasks as assigned by Finance and Operations Officer.

The above list of responsibilities is not comprehensive and may be changed with discussion and alignment between the Finance & Admin Assistant and his/his/their supervisor.

Must Haves:

- Commitment to Possible’s Values, Mission & Vision.
- Able to apply concept of gender equity, disability and social inclusion perspective into every aspect of the work
- Strong commitment and motivation to learn and develop; and able to adapt to flexible working environment, including working with a diverse team.
- **Qualification:** Bachelor’s degree in Finance, Accounting, Business or Business Administration from reputed Universities with 3 years of experience in related fields.
- **Experience:** Knowledge and working experiences of Generally Accepted Accounting Principles (GAAP); Knowledge and skills of procurement, logistics and fleet administration. Strong organizational skills as well as attention to detail; Computer skills in MS Office Programs, particularly excel, and excellent command on Nepali typing skills; work experiences in accounting software and FAMAS would be an advantage.
- Valid two-wheeler driving license is preferable; able to ride a two-wheeler in a city/rural area.
- Candidates who are looking to work with diverse team, and like challenging jobs are encouraged to apply. Good Command in written and spoken English and Nepali. Nepali Citizen based in Nepal.

**APPLICATION PROCESS**

Email your CV and cover letter to recruitment@possiblehealth.org. When applying please include name and position in the subject line. Applications will be accepted on a rolling basis until **24th November 2022**. If we believe that you and Possible are good potential fit, we will contact you to advance the application process. Please note that due to a large volume of applications, we may not individually respond to your application.