



GWT (N) JOB DESCRIPTION

Job Title	Finance Advisor	Post Ser No:	04
Grade/Entry Spine	Fin Adv	Dept/Loc:	HQ GWT(N)
<p>1. <u>Core Competencies:</u></p> <p>1.1: Seeing the Big Picture: Having an in-depth understanding and knowledge of how your role fits in with and supports GWT(N)'s objectives. Horizon scanning and taking wider issues into account in order to develop longer term plans and ideas.</p> <p>1.2: Making Effective Decisions: Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and/or advice. Doing evidence-based analysis, and evaluating options, impacts, risks and solutions in order to maximise value, minimize risk and reach sustainable outcomes.</p> <p>1.3: Delivering Value for Money: Delivering VfM involves the efficient, effective and economic use of our Donors' money in the delivery of our services. Creating a VfM culture in their area, managing resources carefully, and actively seeking ways to deliver the same (or more) with less.</p> <p>1.4: Delivering at Pace: Effectiveness in this area means focusing on delivering timely performance with energy, while taking responsibility and being accountable for outcomes. Building a performance culture where staffs are given space, authority, and support to deliver results. It's also about keeping a firm focus on priorities and deadlines and addressing performance issues firmly, fairly and quickly.</p> <p>1.5: Leading and Communicating: Effectiveness in this area is about showing pride and passion in GWT(N). Being visible, and establishing a strong direction and persuasive future vision, while managing and engaging with people in a straightforward, truthful and candid way.</p>			
<p>2. <u>Essential Qualifications, Skills and/or Experience:</u></p> <p>2.1: Must have a Master's Degree in Finance, Certified Accounting Course, internationally recognised Chartered Accountant qualification or equivalent.</p> <p>2.2: Must have previous services in the field of financial management for at least 5 years, including preparation of statutory accounts.</p> <p>2.3: Demonstrated experience and skill with budget preparation and analysis, financial reporting preparation and presentations and the proven ability to translate technical financial data into informative reports for senior management.</p> <p>2.4: Must have advance computer skills in MS Office programs, particularly Excel.</p> <p>2.5: Excellent oral and written English skills for better presented justification and reports.</p>			
<p>3. <u>Desirable Qualifications, Skills and/or Experience:</u></p> <p>3.1: Proficient in Tax Rules and Regulations of Nepal along with various business and mercantile laws prevailing in the country.</p> <p>3.2: Understanding of Business Planning and Budgetary control for related business with Charities for service comparability. Understanding of UK FRS102.</p> <p>3.3: Holds a strong understanding of Banking and FOREX Markets in Nepal.</p> <p>3.4: Work experience in a Development organization/Charity is preferred.</p>			

4. **Key Responsibilities:** The Financial Advisor reports directly, and is a principle advisor, to the Field Director GWT(N) on all aspects of the organisation's financial strategy, policy, processes and regulations.

4.1: The Fin Adv leads the HQ Finance Team and is responsible for effective management of the GWT(N)'s financial policies, procedures, processes and regulatory instructions; ensuring compliance with GWT and external regulatory bodies.

4.2: The Fin Adv supports and advises the Fd Dir and Dir GWT(N) on the financial management of GWT(N), acting as their subject matter financial expert on matters relating to strategy, policy, planning, legal and corporate affairs. The incumbent will coordinate and recommend the annual GWT(N) budget submission and once approved and allocated, will monitor the forecast of outturn and make recommendations/advise on financial controls and risks.

4.3 The Fin Adv is responsible for the accuracy and completeness of all financial data, ensuring all income and expenditure is correctly accounted within the Trust financial systems in accordance with monthly, quarterly and year end procedures. Preparation of quarterly and year end accounts in accordance with UK Charities SORP (FRS102) and for external audit.

4.3: The Fin Adv is the Line Manager for the HQ Finance Team and the 1st or 2nd Appraiser for the Finance Staff as per the reporting matrix, including for the Admin ICs in Key AWCs. As 1st Appraiser, the Fin Adv will set individual objectives for staff at the beginning of the reporting year and conduct mid-year appraisals. The Fin Adv will also provide input to EO(L) MAC's report.

4.4: Authorize all GWT(N) payments ranging from Secondary Medical Claim (SMC), Salary, Pension, Statutory Payments, Vendor etc either for bank transfer, cheques or cash being one of the signatories.

4.5: Direct the work of the HQ Finance Team through the Finance Officer and provide guidance and mentorship on their professional development and on their production of work on budgeting, accounting and reporting.

4.6: Review all prepared financial reports of GWT (N) and recommend for approval.

4.7: Responsible for monitoring GWT(N) financial activities and proposing policy adjustments for effective utilization of financial as well as non-financial resources for achieving VfM as well as Financial Governance.

4.8: Ensure appropriate risks are addressed building effective internal controls to ensure transparency and compliance with policies and procedures.

4.9: Overview and ensure that the audit functions are carried out smoothly in liaison with external and internal auditors and that all areas of concerns are covered providing reliable financial assurance.

4.10: Ensure that financial and non-financial assumptions and benchmarks used in budgeting and planning like pensioner forecast, SMC Banding, Return on Equity (ROE) forecast, Cash flow & Spending profile are duly reliable and consistent.

4.11: Support for AWCs, Procurement Cell, MAC Cell, Human Resource Department & Logistics cell in their activity as well as compliance with prevailing laws of land.

4.12: Maintain close and regular coordination with the Finance team in GWT (UK), and provide the primary point of contact for sharing all financial information to GWT Fundraising team represented through Fund-raising Information Co-ordinator, GWT(N).

4.13: Ensure financial liaison and oversight of the material presented to the annual British Gurkhas Welfare Coordination Committee (BGWCC) Meeting.

4.14: Advisor to the Board of Trustees of the GWT(N) Staff Provident and Gratuity Funds.

4.15: Any other duties as assigned by the Fd Dir or higher-level Management.

5. Pre-Appointment Training/Briefing:

5.1: Handover-Take-over of GWTN Financial System as well as strategic documentation process.

5.2: Training on use of Online banking module and other payment portals.

5.3: Organization Induction and Activity Orientation Briefings by Field Director, GWTN.

5.4: Complete Budgetary Overview of GWTN Planned Activities for that year along as well as for further years from Strategic point of view.

6. Post-Appointment Training:

6.1: Expert Management Training on Best Practices in Charities in Nepal and UK, Governance, Transparency & Accountability Training.

6.2: Training on Advance use of reporting modules in accounting software for enhancing analytical abilities.

6.3: Briefings and Training on recent updates in relevant sections of Income Tax, VAT Rules as well as Banking Regulations of country.

6.4: Any other compulsory in-house trainings, workshops and seminars to update on new regulations or processes in the Trust.

6.5: Any other Continuous Professional Training as per the requirement of the professional degree.

7. Reporting Chain:

7.1: 1st Appraiser:

7.2: 2nd Appraiser:

7.3: Appraisal Input from:

Field Director, GWT(N)

Head Finance, GWT

<u>Field Director, GWT(N)</u> Date	<u>Head Finance, GWT</u> Date
Drafted by 1 st Appraiser		Approved by 2 nd Appraiser	
..... Post Holder's Signature Date Fd Dir Signature Date
Version 1.0 as at (date)			