



Terms of Reference of the Finance Officer

Title	Finance Officer
Term	February 2023 - January 2024
Type of Employment	Consultancy - Part time
Reports to	Finance Coordinator
Nationality	Asia Pacific region
Employment Base	Nepal

Position Requirements

About NFA

Nationality for All was formed from the work undertaken by the Statelessness Network Asia Pacific (SNAP) over four years to build a regional civil society movement on addressing statelessness in the region. In October 2020, SNAP transitioned from a project hosted by the Malaysian NGO Development of Human Resources for Rural Areas (DHRRA) Malaysia, to an organisation registered in Australia under the new name of Nationality for All (NFA).

NFA works closely with persons with lived experience – stateless persons and persons affected by statelessness, such as stateless persons’ family members, and persons with significant learned experience – grassroots organisations, activists and national NGOs working closely with stateless persons. NFA aims to address the impact and root causes of statelessness in the Asia-Pacific region through a bottom-up and participatory approach. NFA aspires to increase the proximity to power of persons with lived experience and significant learned experience through their meaningful participation in the statelessness ecosystem.

Values

- Feminism
- Human rights
- Inclusion and Diversity

Skills

- Proficient in the use of MS-Office and accounting software (like Reckon)
- Communication and interpersonal skills
- Ability to empathize with survivors, affected people and persons with lived experience of marginalization

Knowledge

- Knowledge of finance and accounting principles
- Solid knowledge of financial analysis and forecasting

Experience

- 5 years
- Experience of working with a non-profit organization

Qualification

- Bachelor's degree in accounting or finance
- CA, CPA or any relevant degree is a plus

Roles and responsibilities:

1. *Account management*
 - a. Undertake weekly and monthly bookkeeping of all expenses of the organization
 - b. Maintain project-specific vouchers, ledgers, and receipts of the income and expenditure of the organization in the organization's accounting software
 - c. Prepare payment vouchers for salaries, allowances, and any other payments
2. *Project Implementation and Financial Reporting*
 - a. Support the preparation of the project financial reports
 - b. Participate in the evaluation of the procurement of goods and services
 - c. Maintain physical copies of all the project-specific expenses
 - d. Ensure that the projected income and expenditure follow the organizational policies
3. *Financial planning and reporting*
 - a. Contribute to the organization's annual and periodic financial planning process

Salary is commensurate with qualifications and experience. Applicants must be eligible to work in Nepal.

NFA values diversity, equality and inclusivity. Applications are welcome from all backgrounds. We especially encourage people with lived experience of statelessness to apply. Please send your application in Word or PDF format to info@nationalityforall.org with the subject line "Application: Finance Officer".

The application should include:

- a CV of maximum 2 pages
- a cover letter addressing the above mentioned criteria (maximum 2 pages)
- contact details for two referees

Application close January 18, 2022