

## 1.10 Terms of Reference of Finance and Book Keeping Assistant (FBKA)

<b>Position:</b>	<b>Finance and Book Keeping Assistant (FBKA)</b>
<b>Level of Position:</b>	L-3 (Assistant)
<b>No.of position:</b>	1 (one)
<b>Job Location:</b>	PCO Surkhet
<b>Duration:</b>	Program Period
<b>Duty station:</b>	Program Coordination office (PCO), Surkhet
<b>Mode of Contract:</b>	Rolling annual contract with a probation period of six months. The contract will be extendable annually up to the Program period based on satisfactory performance in the preceding contract assessed by the Program.

### General scope of the position

The Finance and Book-Keeping Assistant will be responsible for entering information into accounting software. S/he ensures that information is accurately entered in the system and follow proper procedures for saving and securing data. His/her primary responsibility will be to ensure the rapid and efficient functioning of data entry for Finance, Account and MIS section. S/he will support quality assurance and control procedures related with finance and account function and MIS as well.

### Main tasks and responsibilities

Finance Section: Under the direct guidance and supervision of Fund and Financial Management Expert (FFME), the - Assistant will carry out the following major tasks:

- Operation of Accounting Software used and installed at the Office ensuring timely entry of vouchers into the system.
- Prepare or support to prepare salary-payroll, provident fund, citizen investment fund, insurance and tax related documents and vouchers;
- Ensure timely deposit of tax and other fund related to office.
- Coordinate with DTCO by submitting the Payment Order on timely and other function as required in relation to DTCO.
- Support in preparing Statement of Expenditure (SOEs), component-wise and category-wise expenditure reports required for Interim Financial Reports (IFRs), Withdrawal Application (WA) and Project Account.
- Prepare or support to prepared Fixed Asset Register in the format prescribed by IFAD.
- Support to prepare inventory inspection and reporting;
- Collecting the documents from the project staffs relating to bank account, PAN and Life Insurance etc. and maintain record of project staffs;
- Prepare corresponding documents/letters to concerned agencies and stakeholders as instructed by Finance/Account Section.
- Ensuring the timely update of instalment released under Co-financing Agreement in Grant Register maintained in MIS and reconciling it with the accounting record.
- Ensuring timely insertion and update of contracts of the Program in IFAD's Client Portal (ICP) in coordination with FFME or Procurement Expert/Officer.
- Support to prepare or prepare Contract Register in the format prescribed by IFAD.
- Filing of E-TDS regarding payment of salaries made to staffs and payment made to vendors and its online verification.
- Perform any other day-to-day finance and bookkeeping works as instructed by Finance/Account Section
- Other office related function as assigned by Finance/Account Section.

### Other Units of PCO

- Collect and gather information sheet and start data entry into specified database
- Copy, scan, print, bind and file hard copies of documents
- Support in training and other administrative task in priority basis

- Carry out any other task as required and requested by ASDP management

**Required Qualifications and Work Experiences:**

- Intermediate or 10+2 pass in Management or equivalent with good command in MS Office (especially MS excel) and 2 years' experience in accounting related works;
- At least six months computer training;
- Having experience in account and book keeping function shall be preferable;
- Good command of English and Nepali typing;
- Ability to concentrate for lengthy periods and perform accurately with adequate speed;
- Proficient touch typing skills;
- Ability to maintain data confidentiality.

**Benefits and remuneration*****Salary and benefits***

- Per month remuneration of the FBKA (only for 12 months per year) will be NPR. 45,000.00. Tax on the salary will be applicable as per the prevailing GoN rules and regulation.
- Travel and DSA will be as per the prevailing GoN rule as applied for the non-gazetted class I while traveling out of the workstation for official purpose.

***Leave***

- The contracted staff will be provided 12 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. They will also be provided 12 days of sick leave per year, which if not taken, can be carried on for the following year. The unspent sick leave at the time of termination of the contract or closing of the Program will be compensated as per the existing salary scale. In addition, the contracted staff will also be provided with mourning leave of 15 days, maternity leave of 60 days for women and all public holidays.

***Insurance***

- The contracted staff should have procured life insurance policy including accidental insurances. The Program will reimburse 50% of the monthly premium for the period the staff will be working in the Program, not exceeding NPR 300 per month, upon submission of copy of insurance policy and receipts. Insurance will be a precondition to sign the contract with ASDP.

***Age limit***

The upper age limit for Agriculture Technician at the last date of submission of application will be 45 years.

***Probation period***

- The probation period of the contracted staff will be of 6 months. The above- mentioned benefits, particularly the leave and reimbursement of the insurance premium, will be effective only for those who have successfully completed the probation period.

***Reference check***

- ASDP will also check the references from the previous employer of the potential candidates, if required.

***Supervision and administrative control***

- Contracted staff will be accountable to the Program Coordinator, as per ToR and Financial Procedural Act, 2055, Public Procurement Act, 2063 and Regulation, 2064 and other related rules and directives. He/she will be supervised and administered by the Program Coordinator or designated personnel of the PCO/ASDP. S/He will be technically accountable to Fund and Finance Expert.

**Performance assessment and renewal**

- The performance assessment of the position will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be negotiated and agreed upon on a later stage once s/he signs contract with the ASDP. The ASDP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.
- The individuals' personal behaviour regarding the non-compliance with ToR, undisciplined, professional misconduct with stakeholders and colleagues, sexual abuse, drunkenness, etc. are subject to cancellation of the contract at any point of time by ASDP management.
- The contract period as well as ToR are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP Program design, or as recommended by Joint Reviews/Supervision Missions and lessons learned during the course of implementation.
- The contracted staff has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the Program. If not informed, his/her salary of one month will be deducted.