

Terms of Reference (ToR)

Finance Coordinator

Peace Brigades International (PBI) Nepal

About PBI Nepal

Peace Brigades International (PBI) Nepal is a non-profit international organization working to promote peace, protect human rights, and strengthen nonviolent approaches to conflict transformation. PBI Nepal works alongside Human Rights Defenders (HRDs), civil society organizations, local governments, and other stakeholders to foster safe and enabling environments for the protection of human rights, social cohesion, and inclusive governance.

Through capacity strengthening, advocacy, networking, dialogue, and Partnership-based programming, PBI Nepal supports Women Human Rights Defenders, minority rights advocates, and local peace actors in strengthening their resilience, security, and collective action. PBI Nepal implements its programs in close collaboration with local Partner organizations and government institutions, guided by the principles of nonviolence, impartiality, non-partisanship, and respect for diversity.

Position Overview

Peace Brigades International (PBI) Nepal is seeking a qualified and committed Finance Coordinator to lead and oversee the financial management, accounting, budgeting, compliance, and reporting functions of the Country Office. The Finance Coordinator will ensure that all financial operations comply with the requirements of the Government of Nepal, the Social Welfare Council (SWC), donor regulations (including BMZ and PBI International), and internationally accepted accounting standards.

Working closely with the Country team, Partner organizations, auditors, and external stakeholders, the Finance Coordinator will play a key role in maintaining financial integrity, supporting project implementation, strengthening Partner financial systems, and contributing to strategic financial planning. The position requires a high degree of professionalism, integrity, analytical skills, and the ability to work independently within a small and dynamic team.

Key Roles and Responsibilities

1. Financial Management and Accounting

- ❖ Lead the day-to-day financial management and accounting functions of PBI Nepal.
- ❖ Maintain complete, accurate, and timely financial records in accordance with organizational policies and Nepalese accounting standards as well as BMZ accounting standards.
- ❖ Process payments, maintain the cashbook, reconcile bank accounts, and manage financial documentation.
- ❖ Ensure proper bookkeeping, filing, and documentation of all financial transactions.
- ❖ Monitor cash flow and prepare regular financial forecasts to ensure efficient utilization of project resources.
- ❖ Maintain fixed asset registers and oversee inventory records.
- ❖ Ensure the regular day to day operations of PBI Nepal.

2. Budgeting and Financial Planning for PBI, advice and coordinating with Partner organizations

- ❖ Prepare annual organizational budgets and project budgets in collaboration with program staff.

- ❖ Support the development and revision of project proposal budgets in accordance with donor requirements and SWC.
- ❖ Monitor project expenditures against approved budgets and provide regular Budget vs. Actual (BvA) analysis.
- ❖ Advise staff on budget utilization and recommend corrective actions where necessary.
- ❖ Support budget revisions, realignments, and donor budget amendments when required.

3. Financial Controlling and Financial Reporting for PBI and Partner organizations

- ❖ Checking financial documents, vouchers, receipts, procurements, invoices, contracts, payments, relevant policies, etc.
- ❖ Prepare monthly, quarterly, annual, and project financial reports for internal management, donors, and regulatory authorities.
- ❖ Ensure financial reports comply with donor requirements, including BMZ, PBI International, SWC, and other funding agencies.
- ❖ Prepare financial documentation required for project closures, grant reporting, and organizational reporting.
- ❖ Provide regular financial analysis to support management decision-making.

4. Compliance and Regulatory Requirements

- ❖ Ensure full compliance with the financial regulations of the Government of Nepal, SWC, Inland Revenue Office, Labor Act, BMZ and other applicable laws.
- ❖ Prepare and submit all statutory tax obligations, including TDS, VAT (where applicable), income tax, PAN-related filings, and other regulatory submissions within prescribed deadlines.
- ❖ Manage Social Security Fund (SSF), Citizen Investment Trust (CIT), and other statutory employee benefit requirements as per the existing practice of organization.
- ❖ Coordinate renewal of organizational registrations, tax exemption certificates, and other statutory documentation.
- ❖ Monitor changes in government regulations and proactively advise management and Partner organizations on compliance implications.
- ❖ Lead the process like organizational renewal, tax clearance and tax exemption certificate etc.

5. Grant and Partner Financial Management

- ❖ Provide financial oversight and monitoring of Partner organizations implementing PBI Nepal projects.
- ❖ Review Partner budgets, financial reports, supporting documents, and expenditure reports to ensure compliance with grant agreements and donor requirements.
- ❖ Conduct financial due diligence assessments and periodic compliance monitoring of Partner organizations.
- ❖ Support preparation and administration of Partnership agreements from a financial perspective.
- ❖ Provide technical support to Partners on financial management, reporting, procurement, and donor compliance.

6. Audit Coordination

- ❖ Coordinate statutory audits, donor audits, and internal financial reviews.
- ❖ Prepare financial schedules, supporting documents, and audit responses.
- ❖ Facilitate implementation of audit recommendations and maintain audit action trackers.

- ❖ Liaise with auditors, government authorities, donors, and regulatory bodies throughout audit processes.

7. Financial Systems Strengthening and Capacity Building

- ❖ Develop, improve, and maintain financial policies, procedures, templates, and internal control systems as per needed.
- ❖ Provide regular financial orientation and capacity-building support to PBI Nepal staff and Partner organizations.
- ❖ Promote continuous improvement of financial systems, transparency, accountability, and risk management.
- ❖ Ensure proper documentation of financial procedures and institutional learning.

8. Risk Management and Organizational Support

- ❖ Identify financial risks and recommend mitigation measures.
- ❖ Support financial planning during project development, proposal preparation, and organizational strategic planning.
- ❖ Maintain confidentiality and ensure integrity of all financial information.
- ❖ Undertake any other finance-related responsibilities assigned by the Country Director or Country Coordinator.
- ❖ Serve as the focal point for Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT) compliance by ensuring adherence to applicable national regulations, donor requirements, organizational policies, conducting necessary due diligence, maintaining appropriate documentation, and supporting periodic risk assessments and reporting.

Education and Professional Qualifications

Applicants should possess:

- ❖ Bachelor's degree in Accounting, Finance, Business Administration, Management, or a related discipline. Master's will be an advantage.
- ❖ Professional qualifications such as CA, ACCA, CPA, CMA, or equivalent (completed or partly qualified) will be considered a strong advantage.

Professional Experience

Applicants should demonstrate:

- ❖ Minimum five (5) years of responsible professional experience in finance, accounting, grants management, or financial compliance.
- ❖ Experience working with INGOs, NGOs, donor-funded programs, or development organizations.
- ❖ Demonstrated experience in donor budgeting, financial reporting, grant management, and audit coordination.
- ❖ Experience working with Partner organizations and sub-grant financial management is highly desirable.
- ❖ Practical knowledge of Government of Nepal financial regulations, SWC procedures, taxation, labor laws, and statutory compliance.

- ❖ Mandatory experience with international donor financial requirements, experience with BMZ, GIZ, EU, UN, will be considered an advantage.

Required Skills and Competencies

The successful candidate should possess:

- ❖ Excellent knowledge of financial management, accounting principles, budgeting, and financial reporting.
- ❖ Strong analytical and problem-solving skills with attention to detail.
- ❖ Advanced proficiency in Microsoft Excel and Microsoft Office applications.
- ❖ Experience using accounting software (e.g., Tally, FAMAS, or similar financial management systems).
- ❖ Strong communication and interpersonal skills with the ability to explain financial information to non-finance colleagues.
- ❖ Ability to manage multiple priorities while meeting strict deadlines.
- ❖ High ethical standards, integrity, confidentiality, and accountability.
- ❖ Fluency in English and Nepali (written and spoken).

Working Relationships

The Finance Coordinator will work closely with:

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| ❖ Country Director | ❖ External auditors | ❖ Banks |
| ❖ Country Coordinator | ❖ Social Welfare Council | ❖ PBI International Finance Team |
| ❖ Program staff | ❖ Inland Revenue Office | ❖ Donors and regulatory authorities |
| ❖ Partner organizations | | |

Safeguarding and Code of Conduct

PBI Nepal is committed to maintaining the highest standards of safeguarding, integrity, accountability, and respect for human rights. The Finance Coordinator is expected to uphold PBI's values of nonviolence, impartiality, non-partisanship, and respect for diversity.

The successful candidate will be required to comply with PBI's Code of Conduct, safeguarding policies, anti-fraud and anti-corruption policies, prevention of sexual exploitation, abuse and harassment standards, and all organizational policies. Background verification may be conducted prior to appointment.

Equal Opportunity

PBI Nepal is an equal opportunity employer. Women, persons with disabilities, members of marginalized communities, and individuals from diverse backgrounds are strongly encouraged to apply.

Application Process

Interested candidates are requested to submit the following documents by email:

- ❖ A Cover Letter explaining their motivation and suitability for the position;

- ❖ An updated Curriculum Vitae (CV);
- ❖ Names and contact details of three professional referees from current and/or previous employers (referees will only be contacted for shortlisted candidates with the applicant's prior consent);
- ❖ Copies of relevant academic certificates, professional qualifications, and other supporting documents.

Please send your application in one single file (.pdf) to nepal@peacebrigades.org with the subject line **“Application – Finance Coordinator”**

Application Deadline: October 4, 11:59 PM. Opening and reviewing of the received applications will happen in the first 2 weeks of October, interviews with shortlisted candidates are planned for mid-October.

Starting date: November or earliest by mid-week of October