



It's hard to believe that today 771 million people do not have clean water and 1.7 billion do not have a decent toilet – around 1 in 5 of the world's population. Every two minutes a child under five dies from diarrheal diseases caused by poor water and sanitation.

Join WaterAid as our **Finance Associate, Grade C (short term support)** for a 6 month term, to change normal for millions of people so they can unlock their potential, break free from poverty and change their lives for good. On top of that you'll be joining a 2020 Great Place to Work® award-winning organisation.

As our dedicated **Finance Associate (short term support)**, you will be accountable for coordinating closely with the country finance team as well as program team and compliance colleagues under the supervision of Head of Finance and Admin.

### **How to Apply**

If you are interested in the position and have the right skills and attributes, please mail us your CV and Cover letter in [wateraidnepal@wateraid.org](mailto:wateraidnepal@wateraid.org).

Deadline: 9<sup>th</sup> Aug 2024

Please note: to apply for this role you must be able to demonstrate your eligibility to work in Nepal.

*Only candidates shortlisted for further assessment will be contacted within two weeks of the closing date.*

In this role, you are responsible to provide regular support and guidance to WAN financial system, overall WAN financial management system requirements and reviewing documents and expenses. You'll also:

- ✓ Complete review of WAN financial documents and expenses.
- ✓ Support to upload entries in the accounting system and forward for payment process.
- ✓ Financial system transactions review and necessary rectification adjustment.
- ✓ Facilitate & support in classifying expenses into appropriate account head.
- ✓ Ensure monthly monitoring of budget utilisation in line with program plan.
- ✓ Preparation of monthly budget variance and providing financial information to budget holders
- ✓ Responsible for adhering to Government Acts, Rules, and Regulations like provision of taxation, Value Added Tax, Personal Income Tax etc. further providing support to provide information on tax details as relevant.
- ✓ Prepare the ETDS detail monthly basis and ensure deposited and verified timely.

- ✓ Review Partner expenses monthly and preparation of Journal Voucher and support to upload in the system.
- ✓ Support to prepare monthly partner funds transfer documents .

To be successful, you'll need to have

- ✓ Bachelor's degree in Management with Finance or relevant discipline
- ✓ Accounting, taxation and procurement knowledge in complex financial rules and regulation
- ✓ At least 1- 2 years' experience in INGO/NGO sector in similar nature
- ✓ IT skills particularly MS Word, Excel and Outlook
- ✓ Good communication skills in written and verbal English and Nepali
- ✓ Good interpersonal, negotiating, and persuasive skills experience
- ✓ Willing to learn new finance related IT systems and procedures and software
- ✓ Aware of the various donors' systems and reporting formats
- ✓ Ability to work flexibly, to manage varying competing priorities under your own initiative, meet strict deadlines

Click on ['Here'](#) to download the job description.

We're looking for people who share a commitment to our vision. We're looking for people with an appreciation and respect for different people and ideas, and the energy and expertise to help tackle the most important challenges.

In return, you can expect to get inspiration from the change you help make happen, a sense of belonging and the feeling of being part of a global community. You will also experience stimulation and fulfilment, the chance to grow, and space to be yourself at your best. This is our pledge to you.

WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for abuse (of power, privilege or trust), inappropriate behaviour, discrimination, harassment, bullying or exploitation of any kind. The safeguarding of the communities in which we work, staff, volunteers and anyone working on our behalf, is our top priority and we take our responsibilities extremely seriously.

We celebrate the diversity of our staff, partners and everyone with whom we work to create a culture where everyone feels respected, included and can be their best.

WaterAid is an equal opportunity and is committed to achieving the highest standards of diversity, inclusion and fairness. We welcome applications from all. Should you have a disability or special needs and require additional assistance with your application, please contact us at [wateraidnepal@wateraid.org](mailto:wateraidnepal@wateraid.org).