

POSITION DESCRIPTION
World Vision International Nepal (WVIN)

Key Position Information			
Job Title	Support Service Field Coordinator for West		
Position Reports To	Support Service Field Manager for West		
Position Location	WVIN West Field Office, Dhangadhi, Kailali		
Position Purpose	<p>This position will be responsible for providing finance and Supply Chain Management (SCM) support to WVIN's NGO Partners and ensure all NGO Partners adhere required finance and SCM compliances, which includes payment and disbursements; procurement review and support; monitoring and reporting with at least 70% visit to the field/Project locations.</p> <p>To ensure stewardship, accountability and transparency in the Finance and SCM sectors at all level through the active resourcing and empowerment of NGO Partners.</p>		
No. Direct Report:		Positions Supervised:	
Grade	13	Date created /updated:	June 2017
Financial Authority Budget		Decision Making Authority	The role is expected to work under the direction of the Support Service Field Manager

Important Functional Relationships		
External	Internal	Committees/Groups
Government Department (VAT & Tax Authority)	Area Office Unit/Function/Departments	WVIN Procurement Manual & Emergency Procurement Guideline, PNGO Manual, WVIN other Financial Procedures
Banks, Government Department (VAT & Tax Authority)	Operation, Shelters, Programme, etc.	Procurement Committee
NGO Partners		NGO Board

Key Objectives of the Position		
<p>To contribute to improved and sustained well-being of children by:</p> <ul style="list-style-type: none"> ▪ Supporting the effective decision-making and financial sustainability of the program through being a business partner, internally and externally ▪ Ensuring stewardship, accountability and transparency at all levels through the active resourcing and empowerment of the NGO Partners ▪ Strengthening community financial management capacity 		
Expected End Results	Weight (%)	Indicators

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<p>General Financial and Supply Chain Management</p>	<p>40%</p>	<ul style="list-style-type: none"> ▪ Assist the NGO Partners in developing budgets, standard costing, implementation plans and help determine any necessary arrangements including cost sharing. ▪ Review project detailed implementation and annual plans and budgets to determine optimal utilization/allocation of funds of NGO Partners. ▪ Manage cash flow in relation to NGO Partners activities including timely release of funds and cash forecasting to ensure smooth implementation. ▪ Engage with partners and play an active role with Budget Owner in the development of MOU's and contracts/agreements ▪ Conduct monitoring visits to NGO Partners offices and follow-up on corrective actions taken as required ▪ Assist NGO Partners in bank account and signature requirements including internal monitoring of all partners bank accounts where WVIN funds may have been transferred as needed ▪ Responsible for review and analysis of financial reports submitted by NGO Partners and ensure compliance with donor requirements as well as WVIN policy and procedures. ▪ Ensure minimum financial standards are applied as agreed between WVIN and NGO Partners organization ▪ Engaged with NGO Partners to develop the procurement plan and the sourcing strategy for required good works and services. ▪ Support NGO Partners to maximize their procurement under contract and encourage to have Long term agreements based on procurement plan. ▪ Ensure NGO Partners carried out their procurement of goods work and services in accordance with WVIN procurement guideline for NGO Partners. ▪ Involvement in the procurement of NGO Partners to ensure the accountability and transparency of the procurement process. ▪ Assist and orient NGO partners on using finance and procurement tools
<p>Reporting and Compliances</p>	<p>20%</p>	<ul style="list-style-type: none"> ▪ Ensure that payments made by NGO Partners adhere to established and agreed upon WVIN's policies and procedures ▪ Follow up with NGO Partners to ensure timely submission of financial (reporting package) and Supply Chain reports (eg Purchase Request tracking) as defined by Agreements ▪ Conduct regular review of NGO Partners accounting and SCM documents and reports related to agreement to confirm compliance as per WVIN guidelines and government departments ▪ Assist relevant Budget Owner and NGO Partners in preparing budget versus actual variance explanations reports ▪ Provide special financial analysis reports on NGO Partners budgets and expenses as required by management ▪ Maintain advance registers for NGO Partners, and reconcile monthly with the SUN System reports and NGO Partners agreements. ▪ Work with NGO Partners and relevant program staff to resolve issues of non-compliance ▪ Contribute to the development of financial and procurement policies that relate to work with NGO Partners ▪ Conduct regular checks to ensure whether NGO Partners has carried out the procurement activities as per their procurement plan

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		<ul style="list-style-type: none"> ▪ Ensure that financial and Supply Chain information provided by NGO Partners is verified for transparency and accuracy and recorded in a timely manner into WVIN consolidated reports
Risk Management and Internal Controls	20%	<ul style="list-style-type: none"> ▪ Collaborate with NGO Partners to develop a sound internal control system to manage the specific project budgets ▪ Assist NGO partners to develop their own policy/internal control manuals as needed ▪ Take corrective actions/measures on audit recommendations and regularly monitor progress, in partnership with National Office (NO) Support Service Department. ▪ Assess the financial and Supply Chain management capacity of potential NGO Partners in collaboration with the relevant program staff using appropriate assessment methods/tools before any financial engagement. ▪ Propose improvements to potential NGO Partners financial systems and internal controls, and support their implementation as required ▪ Work with relevant program staff to prepare a risk assessment of NGO Partner capacity ▪ Communicate to appropriate people potential risk that is observed in the program implementation
NGO Partners Staff Capacity Building and Assessment	15%	<ul style="list-style-type: none"> ▪ Work with NGO Partners to identify their financial and Supply Chain learning needs to achieve effective implementation of MOU/contracts ▪ Collaboratively develop capacity building plans with NGO Partners based on their identified needs ▪ Facilitate financial and Supply Chain training and mentorship with NGO Partners in collaboration with relevant program staff/budget owner ▪ Support NGO Partners to learn from their experiences and document best practices in financial and Supply Chain Management
Professional & Personal Development	5%	<ul style="list-style-type: none"> ▪ Demonstrating an understanding of and commitment to World Vision's Core Values in the approach to work and relationships; ▪ Work and Life balance ▪ Current career plan that is consistent with World Vision's strategic goal ▪ Capacity Development Plan ▪ Maintain highest working ethics and integrity

Person Specification		
Education	Bachelor degree or equivalent qualification in Finance or Accountancy At least 3 years' experience in similar field	Essential
Knowledge & Skills	Solid knowledge of accounting principles, financial systems, budget/cash-flow monitoring, Supply Chain Management System and internal controls	Essential
	Strong analytical skills, Effective Communication skills	Essential
	Knowledge of and experience with government grant regulations and financial reporting requirements	Preferred

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Experience	Demonstrated collaboration & team building skills	Essential
	Understand advocacy theory, process and practice.	Essential
	Experience of log frame and partner collaboration preferred	Preferred
	Competent in the use of Microsoft Office computer programs including Word, Excel and PowerPoint	Preferred
	WVIN Admin, Procurement, Finance , Security policies and procedures etc.	Essential
	Strong negotiation, interpersonal skills, organizational, administrative and facilitation skills	Essential
	Self-guided, strong organizational and planning skills; ability to work independently and under pressure	Essential
	Ability to manage interpersonal relations and work effectively with others, to establish and maintain good working relations in a multicultural, multiethnic environment while showing sensitivity and respect for diversity.	Essential
Work Environment	English and Nepali - written and spoken skill	Essential
	Strong knowledge of Procure-to-Pay processes.	Essential
Work Environment	Must be able to interact with a diverse groups	

Core Capabilities	Achieving Capabilities: Achieving quality results and service Practicing accountability and integrity Communicating information effectively
	Self-Managing Capabilities: Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness
	Thinking Capabilities Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision’s mission and operations Practicing innovation and creativity
	Relational Capabilities: Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups

Prepared by: Deepak R. Bhat	Date: Updated on: 09 January 2018
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Manager		Date
Position Holder		Date
Date of Appointment		