

## **Helen Keller International JOB DESCRIPTION**

**Position: Grants & Finance Coordinator**

**Department / Location:** Finance & Operations / Kathmandu

**Reports to:** Manager, Grants & Sub Award

**Supervision:**

**Collaborative With:**

Internal: All Staffs- Nepal

External: HQ, APRO

Level / Grade: A7

### **Overall Responsibilities:**

The position is responsible for ensuring HKI's best practices are upheld, including adherence to the code of conduct, policies and procedures, financial accountability and making sure official matters are kept confidential.

Ensuring quality is a primary objective of HKI's programming, and monitoring and evaluation oversight is a requirement of all coordinators to achieve the best outcomes possible.

As gender and social inclusion (GESI) is a cross-cutting and core component for HKI programs, all personnel are required to ensure GESI sensitivity and integration where they work.

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### **Job Purpose:**

Helen Keller International (HKI) is a nonprofit organization dedicated to saving and improving the sight and lives of the world's vulnerable by combatting the causes and consequences of blindness, poor health and malnutrition. HKI is implementing the Suaahara II Program (SP2), a 5-year, USAID-funded program aimed at improving the nutritional status of women and children in forty under-served rural districts of Nepal.

The position will be responsible for the day to day grants and financial operations functions for the SP II subawards. The Grants & Finance Coordinator shall work under the direct supervision of Sr. Manager Grants & Compliance to carry out all functions specified in this ToR. The position will ensure that HKI complies with relevant laws, rules and regulations, whether internal or external. Provide guidance and coach district finance officers to meet the reporting requirement and deadline. Ensure proper integration of GESI aspects into sector specific program planning and implementation working closely with GESI officers.

### **Specific Roles and Responsibilities**

- Contribute to the oversight of the subaward component of the program.

- Be familiar with and serve as a resource to project staff and subrecipients on USAID rules and regulations and HKI policies, including its Subaward Manual, on subaward management.
- Ensure that the subaward review and selection process in a manner that is responsible, professional, transparent, fair, financially sound, participatory, sensitive to local needs, culture and politics and in accordance with HKI policies and procedures.
- Draft relevant subaward documents, to be reviewed by the Grants & Finance Manager, and/or coordinate with program staff (such as: RFAs, program descriptions, budget and budget notes, subawards (including sub agreements, fixed amount subawards, in-kind grants, etc.) and other documents related to the grant-making process.
- Provide trainings and capacity building support for subrecipients.
- Assist in conducting pre-award risk assessment for potential subrecipients, including drafting the risk determination form, selection and negotiation memo, and other aspects of the preaward process.
- Serve as primary point of contact for portfolio of 14 districts in the implementation of subaward activities.
- Ensure the flow of information and good communication between HKI/SP II sub office staff, central staff, and counterparts; providing subrecipients with direction and support regarding USAID regulations and HKI policies.
- Document meetings and workshop with regards to subawards; participate in sharing and planning meetings to discuss and address issues related to subaward implementation.
- Support subaward kick off meetings and ongoing guidance to ensure compliance with the terms and conditions of the subawards;
- Maintains a database, records, and all files (soft and hard copy) of all subawards and supporting documents, including solicitations, applications, preaward documentation, subawards and attachments, amendments, reports, pertinent correspondence and ensure that contractual information is archived fully and in a proper manner.
- Ensure the PNGO financial management system is in accordance with Donor's & HQ guidelines, International & National Accounting Standards and local laws and regulations
- Collect cash flow projection from PNGOs and ensure fund transfer to sub office and all Partner NGOs
- Assist / ensure, verify and compile periodic financial report and submit it to Finance Section and/or HQ
- Monitor expenditures and ensure that all the expenditure is recorded in appropriate account code.
- Capacity building of partners on FAMAS and new accounting system as required by the organization
- Conduct Financial monitoring of District Offices and PNGOs and provide onsite support as per the requirement.
- Provide distance support to Finance and Operations Officers on Grants and Financial management related issues as per requirement.
- Responsible for coordinating and facilitating for the completion of internal/external audit and donor audit.
- Review and update local law of the government income tax rules and regulations to comply with accounting transaction of the organization
- Support Finance Team for day to day financial management and assist for monthly account closure, preparing reconciliation schedules and HQ reporting.
- Review and verify fund status and channelize fund to district office / PNGO
- Monitor financial files and folder in systematic way for easy access to concern staffs and back up files as required
- Assist SP II in close out process including partner agreements close out
- Perform other tasks as assigned by line manager

## **Qualifications and Competencies**

- Bachelor's degree in management, finance, administration, development studies, social sciences, community development, or related field. Master's degree is preferred.

- Minimum of five (5) year's work experience in development programs. Preferable experience in: subaward/grants management, implementing USAID or other donor-funded programs, knowledge of key USAID regulations.
- Strong verbal and written English and Nepali communication skills required.
- Strong communications and interpersonal skills required; Should be a team player.
- Ability to work in a professional and cordial manner with fellow employees, consultants, counterparts, NGOs, visitors, and the general public.
- Ability to work independently with minimal supervision, to prioritize work assignments, to meet deadlines, and to exercise good, professional judgment that reflects positively on the image of HKI.
- Working skills on QuickBooks/accounting software, Excellent Computer Skills, advance knowledge in spreadsheets;
- Experience with accounting and internal control procedures.

Agreed by: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_