TERMS OF REFERENCE (ToR)

Finance Associate

Division: Administration and Finance
Unit: Budget and Finance
Position overview

We are looking for someone who is passionate about financial management, with proven skills in administrative management. You will help manage and coordinate programme finance and support budget and financial management for ICIMOD.

The applicant must be results driven and motivated to make a difference. You will be based in Kathmandu, Nepal, and working in a cross-cultural, impact-oriented environment. This is an exciting opportunity for someone who values partnerships and diversity, is passionate about mountains and people, and is committed to helping build a greener, more inclusive, climate-resilient Hindu Kush Himalaya (HKH).

Responsibilities

The Finance Associate will be responsible for delivering results in line with the commitments we have made in our Strategy 2030: Moving Mountains and our Medium-Term Action Plan V (2023–2026): Embracing Change and Accelerating Impact.

The Finance Associate shall fulfil the following duties and responsibilities:

- Manage day-to-day cash and bank handling, liaise with the bank for transit teller service
- Coordinate with the bank for travel and event advance arrangements
- Issue pre-number receipt on income and create voucher
- Issue sales invoice to staff and partners
- Manage the payment of contractual staff salary and overtime pay
- Process petty bills (supply and services, utilities, repair and maintenance, taxi claim)
- Manage the monthly reconciliation of vendor and customer balances
- Provide support to the internal auditor for the centre’s financial activities
- Carry out other tasks as assigned by the Senior Finance Officer

Minimum qualifications and experience

**ESSENTIAL**

- A master’s degree in management, accountancy, or commerce is required, with two years of relevant experience. A bachelor’s degree in a relevant subject with four years of relevant experience will be accepted in lieu of the master’s degree.
- Demonstrated computing skills and proficiency in Microsoft Office (Word and Excel).
- Good knowledge of computer-based accounting systems, including knowledge of Navision or another enterprise resource planning (ERP) system, is highly preferred.
PREFERRED

- Experience of working in the HKH region.

Reporting and supervising

The Finance Associate will report to the Senior Finance Officer. The Finance Associate will also work in close collaboration with other staff in the division, where relevant.

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD’s head office in Kathmandu, Nepal. Occasional travel in the HKH region will be required. Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines), and there are good local and international schools and a low crime rate. Nepal offers amazing trekking trails, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

Duration

One year, with a probation period of three months. There is a possibility of extension subject to performance and ICIMOD’s future funding levels.

Remuneration

This is an international position at ICIMOD. Remuneration is commensurate with experience and qualifications. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package, which includes a provident fund, health insurance, severance pay, children’s education grant, and paid leave (30 holidays and 10 public holidays per year).

For expatriates, there is a tax exemption in Nepal; they are responsible for their home country’s tax payments. Expatriate staff are entitled to housing allowance, annual home leave ticket, shipment of personal effects, and an installation and removal allowance.

ICIMOD’s core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with
our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

**Diversity, equity, inclusion, and safeguarding**

ICIMOD’s human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct, by our staff, representatives, or stakeholders is not condoned or tolerated.

**Background to ICIMOD**

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is the leading institute for the study of the HKH. An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 40th year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

**Method of application**

Applicants are requested to apply online before 2 August 2023 (11:59 PM Nepal Standard Time) through the [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.