

TERMS OF REFERENCE (ToR)

Finance Officer

Division: Administration, Finance and Operations

Unit: Budget and Finance



ToR

About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500 km across Asia, spanning eight countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Encompassing high-altitude mountain ranges, mid-hills, and plains, the zone is vital for the food, water, and energy security of up to two billion people and is a habitat for countless irreplaceable species. It is also acutely fragile – and frontline to the impacts of the triple planetary crisis of climate change, pollution, and biodiversity loss.

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is an international organisation established in 1983, that is working to make this critical region greener, more inclusive and climate resilient. For more information, read our [Strategy 2030](#) and explore our [website](#).

Position overview

The Finance Officer will work closely with Head of Finance/ Budget and Finance and colleagues to provide essential financial support to ICIMOD and its staff in executing the financial operations of the Centre ensuring compliances with ICIMOD financial regulations and policies.

To optimize its administrative and financial support, ICIMOD has developed a highly advanced and fully automated finance system, which is integrated within the Navision Enterprise Resource Planning (ERP) system.

Responsibilities

The Finance Officer 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](#).

Under the direct supervision of the Head of Finance/ Budget and Finance, and in close collaboration with other staff in the unit, the Finance Officer will be responsible for the smooth processing of financial reporting, including the following tasks:

- Conduct balance sheet reconciliation and miscoding on a month basis and initiate the timely action on reconciliation difference.
- Continuous review the status of due/ overdue expenditure against claims and follow up to concerned staff/ unit for timely settlement of the expenditure.
- Work on the month end report and prepare the notes for following months adjustment where necessary.
- Process the income, indirect cost and adjustment entries on a periodic basis after hard close of the month/ quarter end in line with the IFRS standards.

- Pass the fixed assets (for both core and projects) and depreciation entry based on the IFRS standard and as per ICIMOD policy.
- Support to country office to follow the standard policy and procedures of ICIMOD and donor contracts.
- Prepare the donor and other financial reports as per reporting schedule, standards and needs of the institution.
- Represent procurement committee in absence or as assigned by the Head of Finance.
- Work closely with the ERP development team to address the issues identified in Budget and Finance.
- Support in external and internal audit procedures.
- Check the expenditure claims and pass the relevant finance entries as assigned.
- Other task as assigned by the Head of Finance – Budget and Finance.

Person Specification/Competencies

ESSENTIAL

- Master's in Business Administration, Accounting, or Commerce.
- At least five years of experience in a related field and relevant working experience in a related organization
- Demonstrated computing skills and proficiency in Microsoft Office (Word and Excel)
- Good knowledge of computer-based accounting systems; knowledge of Navision or another ERP (Enterprise Resource Planning) system is highly preferred.
- Ability to prioritize own work and manage time effectively.
- Ability to work smoothly and effectively with others in a team to establish constructive ideas or solutions that meet organisational objectives.
- Ability to efficiently communicate with stakeholders through telephone, face-to-face meetings, and email on operational issues and queries.
- Excellent written and oral English communication skills as well as the ability to effectively communicate with colleagues across the organisation on operational issues.
- Proactive approach to ensuring the smooth organisation of internal processes; ability to work independently with a strong sense of initiative, discipline, and self-motivation.
- Ability to easily adapt to changing contexts, technologies, and approaches; ability to make improvements in own work area.

PREFERRED

- Experience of working in a multicultural international organisation.
- Working knowledge of HKH languages.

Reporting

The Finance Officer will report to the Head of Finance/Budget and Finance and work in close collaboration with Finance team members. The Finance Officer will also support Strategic Groups, Action Areas, Interventions and Units across ICIMOD as and 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

Two Years with a probation period of six months. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

Remuneration

This is an international position at ICIMOD. The starting annual gross salary for this position is USD **24,185/-** (negotiable based on experience and qualifications). Gross salary comprises of basic salary, provident fund and family/post adjustment allowance. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package which includes insurances (medical, life and accidental), child/dependency allowances, children's education grant for maximum 2 children below 18 years of age, severance pay, paid leave (30 holidays and 10 public holidays per year) and day care facility.

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 repatriation 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 [including child abuse], by our staff, representatives, or stakeholders is not condoned or tolerated.

Method of application

Applicants are requested to apply online before **February 09, 2025** (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.