Vacancy Notice

Federation of Nepalese Chambers of Commerce and Industry (FNCCI)

Position : Admin & Finance Officer

Project : Enhancing Nepal's Inclusive Business Environment and SME Growth

Duty Station : FNCCI Secretariat, Kathmandu (with occasional travel to provinces)

Duration : Until December 2027

Background

The Federation of Nepalese Chambers of Commerce and Industry (FNCCI), the apex body of the private sector in Nepal, is implementing the project *Enhancing Nepal's Inclusive Business Environment and SME Growth*. The project aims to foster sustainable and inclusive economic development by empowering youth and women through improved business support services and strengthened institutional support systems, driven by coordinated stakeholder engagement and policy reforms.

The project will be implemented nationwide with targeted interventions in Sudurpaschim, Karnali, and Koshi Provinces.

Roles and Responsibilities

The Admin & Finance Officer will be responsible for financial management, administration and logistical support for the project. The selected candidate will work in close supervision of the Project Manager and Chief Finance Officer of the FNCCI. Key responsibilities include:

- Maintain accurate financial records, accounts and documentation in accordance with FNCCI policies and procedures.
- Prepare, monitor, and track project budgets, expenditure forecasts, and financial reports.
- Ensure proper accounting, bookkeeping and reconciliation of all project funds.
- Manage payroll, staff allowances, and reimbursements for project personnel and consultants.
- Support procurement processes, including preparation of requests for quotations, vendor selection and contract management.
- Ensure compliance with organizational policies, financial regulations and donor requirements.
- Prepare monthly, quarterly and annual financial statements for submission to FNCCI management and the donor.

- Facilitate internal and external audits by providing required documentation and explanations.
- Provide administrative and logistical support to the Project Manager and Senior Program Officer for meetings, workshops and field visits.
- Manage office supplies, equipment and project assets efficiently.
- Liaise with banks, vendors and service providers as needed.
- Ensure timely settlement of advances, invoices and bills.
- Maintain personnel records and provide HR-related support as required.
- Professionally perform any other duties assigned by the FNCCI management.

Required Qualifications and Experience

Education:

- Master's degree in Finance, Accounting, Business Administration, or a related field.
- Or bachelor degree with professional certifications (CA, ACCA, CPA). Professional certification with prior donor funded project experience will be given priority.

Experience:

- At least 5 years of professional experience in finance and administration, preferably in donor-funded projects.
- Proven knowledge of financial management systems, accounting standards and reporting requirements.
- Familiarity with international donor financial procedures will be an asset.
- Experience in procurement, logistics and office administration.
- Strong understanding of Nepal's tax, labour, and compliance regulations.

Skills and Competencies:

- Strong proficiency in MS Office (Excel, Word, PowerPoint) and accounting software.
- Excellent numerical and analytical skills with high attention to detail.
- Strong communication skills in both Nepali and English.
- Ability to handle multiple tasks and prioritize effectively.
- Integrity, reliability and a commitment to transparency and accountability.
- Willingness to travel to project locations.

Duration and Remuneration

The position is full-time until **December 2027**, with a competitive remuneration package as per FNCCI norms.

Application Process

Interested and qualified candidates are requested to submit:

1. A cover letter outlining their suitability for the position.
2. Updated CV with details of qualifications, work experience, and references.

Deadline for Application **:** Rolling basis

Email for Submission **:** fncci.hrd@gmail.com

Subject Line: Application for Admin & Finance Officer – SME Growth Project

FNCCI promotes workforce diversity and encourages applications from women and youth. Only short-listed candidates will be called for further processing

Note: *FNCCI reserves the sole right to reject any/all applications without providing any reason whatsoever*