

Terms of Reference (ToR)

Finance and Admin Coordinator (FAC)

FAC is responsible for overall financial and administrative management of SEN. This position reports to the SEN's Program and Operations. FAC is responsible for overall accounting, software operation, financial planning, management and reporting, cash flow/fund management, audit and compliance, assets, and inventory management. The following are the major duties and responsibilities:

A. Financial

I. Accounting

- Prepare cash journals and finance reports, bookkeeping, and ledger posting
- Collect, check, register and keep track of all order forms, incoming and outgoing invoices, and travel claims
- Make cash and bank reconciliations every month
- Conduct the internal audits of the project, monitoring the transaction of the requisition and cash flow
- Keep updated records of all financial transactions in the software
- Conduct internal audits of the project, monitoring the transaction of the requisition and cash flow
- Ensure effective internal control of the operational budget and in consultation with Deputy Director of Program and Operations
- Develop the annual budget; monitor, analyse and report monthly expenditures
- Coordinate with the Auditor to complete the audit of the organization.

II. Budgeting and Planning:

- Prepare budget and plans to ensure that the control of expenditure and the disbursement of resources in finance are in accordance with the established procedures
- Develop, review and consolidation of SEN plans and budgets

III. Reporting and documentation

- Prepare monthly financial reports
- Track program and project-level budgets and call for monthly financial review meetings
- Maintain updated documentation, filing, folders, and data management with both hard and soft copies

- Maintain attendance register, contracts, logistical arrangement, maintaining project document folders (staff, contracts, incoming and outgoing letters, etc.)
- Maintain project documents such as agreements and Memorandum of Understanding (MoUs)
- Submit financial reports to donor organizations on a given deadline
- Check financial reports and book into the system

IV. Cash flow/budget management

- Maintain cost effectiveness and keep track of budget allocation as per program and project
- Handle cash and treasury operations with advanced use of spreadsheets with tax applications for ensuring proper transactions

V. Compliance

- Implement admin and financial policies, procedures, and directives of SEN
- Orient staffs on policies, code of conduct, and rules and regulations
- Update/upgrade organizational policy on taxation, financial procedures, internal control mechanisms, etc.
- Comply with the national accounting and financial policies and procedures

B. Administrative

I. General Administration

- Maintain updated documentation, filing, folders and administrative data management in both hard copy and soft copy version
- Maintenance of attendance register, contracting, logistical arrangement, maintaining of office document folders
- Maintain office premises to provide a good working environment
- Comply with safety of office supplies, materials, equipment and physical facilities
- Manage organizational renewal processes in concerned government organizations like the Social Welfare Council (SWC), District Administration Office (DAO), etc.
- Get project approval from SWC

II. Assets and inventory management

- Manage inventory and prepare inventory report

- Keep track of proper use, maintenance and repair of physical assets and office including equipment, furniture etc. as necessary

III. Coordination

- Coordinate administrative activities and maintain monthly and yearly timetables
- Coordinate with government agencies for organizational renewal and project approvals
- Coordinate with project coordinators for reporting of all the projects within the organization

IV. Logistics and Procurement

- Manage procurement as per the procurement policy of the organization
- Roster management of all the materials and services to be bought by the organization in a timely manner
- Coordinate and support in logistics management

V. Other duties as assigned by the supervisor