



Vacancy announcement

Position: Senior Administration and Finance Officer

Deadline for application: 1 February 2025

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs and brings together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country programme offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

In Nepal, RECOFTC's presence is established through the Center for People and Forests (RECOFTC Nepal), a registered nonprofit organization that serves as the local entity of RECOFTC.

RECOFTC is currently seeking a Senior Administration and Finance Officer for the Center for People and Forests in Nepal. This position is open to external candidates who are Nepalese nationals. The selected candidate will be offered a 24-month contract with the possibility of extension, contingent on funding availability and satisfactory performance.

Tasks and duties

The Senior Administration and Finance Officer is a member of the Center for People and Forests and will work under the direct supervision of the Managing Director of RECOFTC Nepal and works in close collaboration with the country operations team at RECOFTC's Main Office in Bangkok, Thailand. The role is responsible for overseeing and ensuring smooth administrative and procurement processes, as well as providing essential support for programme activities.

Specific tasks and duties include:

- Develop detailed and accurate budgets for new projects, ensuring alignment with organizational goals and funding guidelines
- Facilitate communication between the administrative and procurement associates and other units at the RECOFTC Main Office to ensure seamless operations
- Regularly review and update document status to ensure compliance with regulatory and organizational requirements
- Ensure all organizational documents are audit-ready and comply with internal and external review standards
- Uphold organizational best practices, including adherence to the code of conduct, policies, procedures and financial accountability

- Process payments and maintain all financial records with appropriate supporting documents, complying with RECOFTC Nepal and donor finance and administration policies, as well as the taxation rules and regulations of Nepal
- Maintain account transaction records in accounting software such as Microsoft Dynamics 365 and Tally
- Keep all account-related documents in electronic and hard copy formats and maintain transaction records in Tally software
- Prepare financial reports as required by RECOFTC Main Office and donors
- Update account and administrative information in RECOFTC's integrated information system
- Communicate with banks in person or electronically to acquire necessary information promptly
- Arrange logistical support for meetings, training, workshops and staff travel (domestic and international)
- Maintain electronic copies of all the communications with RECOFTC members, consultants, partners and donors related to financial and accounting management
- Process procurement for office equipment and services in compliance with RECOFTC and donor policies and requirements
- Maintain an inventory of all RECOFTC Nepal assets, ensure they are in good working condition and prepare annual fixed asset reconciliation reports
- Coordinate recruitment activities in compliance with RECOFTC policies and procedures
- Process payroll for RECOFTC Nepal staff in compliance with laws and regulations of the Government of Nepal
- Maintain office conditions, ensuring a good environment and smooth operation of RECOFTC Nepal's office
- Communicate with the administrative and finance team at RECOFTC's Main Office as necessary, keeping the Managing Director updated
- Perform any other tasks assigned by the Managing Director

Qualifications and experience

The Senior Administration and Finance Officer should have the following essential qualifications and experience:

Essential

- Bachelor's degree in Business Administration, Management or a relevant field from a recognized university
- Minimum 8 years of experience in financial and administrative management, experience in information management technology is advantageous
- Proficiency in Microsoft Office applications and accounting software, particularly Tally
- Strong interpersonal skills, creative problem-solving abilities and conflict management skills
- Good verbal and written communication skills in English and Nepali
- Must be a Nepali national

Desirable

- Master's degree in Business Administration, Management or a relevant field
- Familiarity with various multilateral and bilateral funding mechanisms
- Ability to adapt and take initiative to improve work quality
- Strong multitasking skills and capacity to organize multiple tasks to meet deadlines
- Hands-on experience and ability to work independently with minimal supervision
- Excellent interpersonal communication skills, individually and in groups
- Ability to work flexibly and open-mindedly as an active team member
- Ability to work in diverse cultural and institutional contexts

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equality and social inclusion
- Prioritize well-being

How to apply

Interested candidates are invited to submit a CV and a cover letter. The cover letter should explain why you believe you are suitable for the position, include your salary expectations and provide current contact information for three referees, including recent supervisors. Please send your application to nepal-recruitment@recoftc.org with the position title in the email subject line.

Only shortlisted candidates will be contacted. The Center for People and Forests offers a competitive compensation package.

For more information about RECOFTC, please visit our [website](#).

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, colour, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.