**Nepal Red Cross Society Shree Janaki Eye Hospital**

**Job Description**

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**Job title:** Finance Officer

**Grade: 6**th Level

**Location:** Janaki Eye Hospital, Dhanusha, Province 2

**Responsible to:** Manager, Janaki Eye Hospital

**Supervision level:** Cash Counter, Shop Billing Counter and CECC/SECC

**Coordination level:** Coordination with Hospital Management Committee, Medical Director, Manager, Outreach Clinics

**Responsibilities:**

* Ensure transactions are properly recorded and entered into the computerized accounting system.
* Establish and maintain supplier accounts and supplier invoices.
* Ensure that the expenses incurred are within the approved budget.
* Adhere to financial policies and procedures while maintaining finance
* Ensuring that necessary documentation is completed before payment
* Ensure that vehicle log sheet has been well maintained with all relevant information and updated.
* Manage the day-to-day financial transaction with following due process.
* Make sure timely financial reports are prepared and submitted to the Manager
* Prepare a consolidated budget for the operation including quarterly forecast and cash request and prepare justification note for variance of the budget
* Prepare plans for the internal and external audits, and ensure timely and effective follow up to audit observations and recommendations.
* Conduct regular monitoring to the CECC or sites to evaluate performance of the programme in relation to the financial aspects.

**Job accomplishment indicators:**

* On Time Cash Request
* Availability of up to date financial reports of Hospital
* Management of files of financial records/papers
* Availability, quality and management of financial reports of the Hospital
* Verified Financial transactions and account keeping records

**Reporting to:** Manager, Treasurer

**Job Specification**

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| **Education** | **Required** | **Preferred** |
| Bachelor's in Management, Business Administration or any other discipline |  |  |
| **Experience** | **Required** | **Preferred** |
| At least 5 years of working experience in Hospital |  |  |
| **Knowledge and Skills** | **Required** | **Preferred** |
| Knowledge of administration and management of office  Knowledge of applying policies and practices of health care facilities in community setting  Knowledge of project/programme budgeting  Demonstrated good knowledge in health care system, medical billing, medical marketing and ethics  Knowledge of basics of Microsoft 365 and computer skills, knowledge of logistics management systems |  |  |