

## **Vacancy Announcement for Admin Finance Officer**

### **Jagaran Media Center**

Jagaran Media Center (JMC) is a non-governmental organization established in 2000, has been advocating for eliminating caste and gender-based discrimination, and creating a more equitable, inclusive society through media mobilization.

JMC has grown over the years and is now considered to be one of the leading right-based media organizations in Nepal. The center has promoted Dalit empowerment by training Dalits to create their media. It also produces and broadcasts different Radio programs and operates FM radio station Radio Jagaran 93.6 Mhz in the Rupandehi district of Nepal. JMC conducts discussion and interaction programs, runs the Dalit Research and Resource Center, features services for gleaning information, produced the acclaimed television serial "Dalan", publishes and distributes books and journals, and monitors cases of human rights violations against the Dalit community. The organization has been implementing the projects all over the country with one western office at Butwal, 75 district representatives, and the collaboration with various community-based FM Radio stations. To achieve the organizational objective, Jagaran Media Center hereby invites qualified professionals to apply for the following Kathmandu-based positions.

### **Detailed JOB Description/ Requirements**

#### **1. BACKGROUND OF THE PROJECT**

The project - Promoting Gender Equality and Social Inclusion (GESI) through Media Mobilization, Civil Society Engagement, and Evidence-based Advocacy - in cooperation with IM Swedish Development Partner (IM) is a continuation of the incessant advocacy effort of this rights-based media mobilization. Having entered into this cooperation, the organization not only expedites its ongoing effort but also embraces economic rights onboard its media campaign. The project is being implemented at Dang, Kapilvastu, Nawalparasi, and Gorkha.

#### **2. MAJOR RESPONSIBILITIES:**

- Work as the officer of admin/finance department
- Design and prepare an overall budget plan of the monthly, annual budget, analysis of administrative cost, preparation and it is sharing to project.
- Ensure JMC Administrative and Finance Policies are followed properly
- General financial recording, bookkeeping using Famas accounting software
- Ensure all payments are made with proper financial procedures, supporting documents for expenses verification
- Maintain bank statements, bank reconciliation statements, ledger, etc.
- Coordinate with the Project Coordinator for program implementation as per the planning of budgeting and program activities
- Prepare financial report including the budget request for donor and budget disbursement
- Preparation and payment of staff payroll, CIT, and tax calculation on a timely basis
- Ensure internal control measures are in place, are followed appropriately, and assist in all types of audit (Internal, donor, external) and support in the task as assigned by the program head and the JMC board.
- Ensure proper logistic and procurement arrangements as per need
- Make the contract papers as per need
- Keep records of attendance and leave of staff
- Maintain individual profiles of staff

#### **3. REQUIREMENTS:**

Bachelors Degree in finance subject and minimum 5 years of working experience in NGOs/INGOs and familiar with accounting software. S/he will be responsible for overseeing administrative, financial, and operational functions related to JMC activities. Under the supervision of the PM, S/he will be responsible for processing and reconciling all financial transactions and monitoring the financial conditions of the program components. In addition, s/he will be responsible for supervising the work of the finance and admin assistant.

#### **4. Applications**

Interested candidates are requested to send your complete application and an updated cover letter (CV) along with the position of the name mentioned as subject email to [katuwal.jagaranmedia@gmail.com](mailto:katuwal.jagaranmedia@gmail.com). no later than February 13, 2022.

*Women, Dalits, Janajatis, Madhesi people, people with other minorities are especially encouraged to apply*