

**Job Title:** Finance, Compliance and Operation Coordinator (FCO, Coordinator)

**Location:** Mennonite Central Committee Nepal

**Position Summary:**

The Coordinator is responsible for overseeing MCC Nepal's financial, human resource management and compliance with Nepali government, MCC headquarters and donor requirements in collaboration with the Country Representative. This position will support and coach MCCN's NGO Partners and ensure all NGO Partners adhere to required compliance, including payment and disbursements; procurement review; monitoring, and reporting as per required templates, with visits to the field/Project locations. The Coordinator will ensure stewardship, accountability, and transparency in the organization through active resourcing and empowerment of NGOs.

**Qualifications:**

- Master's Degree in , Accounting, and Business Administration, , leadership or any other relevant field of study with a preference for CA and ACCA.
- Minimum 7 years of experience working in the international development sector.
- Minimum 5 years of experience in INGO financial management, compliance, and leadership role. Extensive knowledge of accounting standards, principles, and audit/internal controls.
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**Required Skills, Knowledge & Competencies:**

- Strong commitment to MCC values, including transparency, integrity, and building partners' capacity toward effective financial and organizational management.
- Detailed knowledge of the Government of Nepal's accounting requirements for INGOs, labor law, and other relevant policies for INGO operations in Nepal.
- Experience and strong skill in financial management, personnel management, and PNGO's capacity building
- Advanced computer skills, particularly Microsoft Excel and financial accounting software.
- Excellent communication skills in English and Nepali, including the ability to convey requirements to MCC team and partners, and develop presentations, reports and plans.
- Ability to manage interpersonal relations and work effectively with others, to establish and maintain good working relations in a multicultural, multi-ethnic environment while showing sensitivity and respect for diversity
- Self-motivated, able to meet deadlines, and knows when to seek help.

**Supervision:**

This position is supervised by and reports to the MCC Nepal Country Representative.

**Duties:**

Financial Management

- Manage the overall financial operations of MCC Nepal, including annual audits, overseeing FASWin, annual budget preparation and quarterly budget comparison

- reports (in coordination with Country Representative) and other duties as assigned.
- Monitor project budgets and provide recommendations to Country Representative regarding budget projection adjustments that may be needed.
- Oversee the preparation and submission of the monthly MCC Nepal financial report to headquarters.
- Serve as an MCC Nepal signatory on MCC Nepal bank accounts and provide financial expenditure approvals within the approved limits of MCC Nepal's financial policies.
- Liaise with MCC's U.S. and Canada offices regarding financial matters.
- Manage/Develop MCC Nepal's financial procedures, Operating guidelines including making updates in conjunction with the Country Representative when needed.
- Oversee MCC Nepal's financial filing system and ensure compliance with auditing and organizational standards.
- Represent MCC Nepal to auditors and other government staff regarding financial matters.
- Stay up to date with Nepal's financial regulations and laws and provide advice to the Country Representative on how to comply with these.
- Prepare budget comparison reports for MCC on a quarterly and annual basis, providing adequate reason and information to country representatives regarding fund management.
- Coordinate with SFAO and PO on procurement and logistic process.

#### Human Resource Management

- Regularly update and ensure MCC Nepal Personnel Policies comply with the minimum requirements of MCC and the Government of Nepal.
- Keep all national staff informed about internal policies, including any changes.
- Maintain national staff personnel records, including record of all staff capacity trainings/certificates funded by MCC.
- Maintain internal monitoring controls and oversee leave records for all national staff.
- Support the Country Representative in ensuring adequate safety and security policies and procedures are in place and followed.
- Coordinate with SFAO to conduct labor audits (annually) and employee tax clearance certificates.
- Assist Country Representative to develop and determine the salaries and benefits structure of the national employees.
- Ensure and provide support to staff for all social security fund deposits, claims, and other requirements.

#### Partner Capacity Development

- Review and analysis all the external grant-funded project financial reports, plans, and budgets, ensuring compliance with donor requirements as well as MCC Nepal's policies and procedures, and provide feedback to partner finance staff.
- Conduct financial monitoring of NGOs, observation of NGO's management, and process of fund utilization, and provide recommendations based on these reviews..

- In coordination with MCC Nepal Project Coordinators, meet regularly with MCC Nepal partners' project management teams to review project implementation and use of MCC funds and observe project management efficiency and effectiveness.
- Assist Program Coordinators to organize and conduct the ODA (Organizational development assessment)<sup>1</sup> and support NGOs in implementing organizational development action plans. Organize and conduct capacity building Sharing and Learning Together events, attended by partner finance staff.
- Facilitate financial training and mentorship to the NGO's staff in collaboration with relevant program staff or beneficiaries in the community if required.
- Support NGOs to learn from their experience and best practices in financial management and procurement processes following the policy and procedure.

#### Organizational Management

- Supervise the work of the MCC Nepal Senior Finance Officer, to ensure financial records and data entry meet MCC requirements.
- Supervise the work of the MCC Nepal Office Assistant, to ensure general office management, cleaning, and assets management are completed.
- Ensure all funds are utilized as per the Project Agreement with the Social Welfare Council (SWC), track plans and budgets on a timely basis and assist the program in reporting to SWC.
- Represent MCC Nepal to INGO, local NGOs, and other entities in conjunction with or in lieu of the Country Representative.
- Represent MCC Nepal to relevant Government of Nepal bodies as needed, in coordination with Country Representative and Government Relations Coordinator.

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<sup>1</sup> Internally designed MCC Nepal led capacity assessment process conducted with all MCC Nepal partners