

# Job description



Position:	Finance & Administrative Manager
Reporting to:	Executive Director

S. N.	Working area	Task	Contribution to goal
1.	Finance/Account	Handle Finance and maintain accounting of the organization updated.	All
		Develop an annual budget plan in consultation with all sections and the guidance of ED.	
		Ensure to meet target with support from accountant and timely delivery of services and payments.	
		Introduce efficient accounting software and produce better and quick output.	
		Maintain good relations with Account Officers of the Municipalities to collect membership dues	
		Develop and update financial planning of MuAN for sustainability	
		Provide technical backstopping to the member municipalities in the field of municipal finance and accounting	
2.	Administrative	Main responsibility for managing the administration of MuAN office in the guidance of Executive Director.	
		Regular coordination with staff members to ensure office management.	
		Supervise procurement and office intently	
		Assist in organizing seminars, workshops and training programs as decided by the organization.	
		Supervise office secretary, support staff, night and day security guard etc.	
		Supervise vehicle, driver and maintain log book.	
3.	Coordination	Coordination with all staff members for timely implementation of the projects and to maintain accounting principles.	
		Regularly liaise with relevant partners.	
4.	Relations to the members	Regularly liaise with all municipalities for specific programs	
		Provide advisory support in specific projects to all municipalities whenever possible	
		Assessment of the financial needs of the members.	
		Assessment of the satisfaction level of the members.	
5.	Miscellaneous	Participation in regular staff meetings and board meetings and submission of individual progress reports.	All
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