Swayambhu, Thulo Bharyang
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TERMS OF REFERENCE (ToR)

Position: Finance and Account Manager
Project Title: Regenerating Nepal's Specialty Coffee Value Chain for Inclusive Green Growth
Implementing Organization: Nepal Coffee Estate Pvt. Ltd. (NCE)
Department and Level: Finance Department (Accounts, Finance and Banking); Management Level
Duty Station: Thulo Bharyang, Kathmandu, with occasional travel to Lamjung, Nuwakot and Syangja
Project Coverage: Lamjung, Nuwakot and Syangja districts
Position Type: Full time
Reports to: Chief Executive Officer

1. Background

The Green Resilient Agricultural-Centred Private Sector Development (GRAPE 2) project is jointly financed by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ). It is implemented by GIZ under the guidance of the Ministry of Land Management, Co-operatives, Federal Affairs and General Administration (MoLCFAGA).

Nepal Coffee Estate Pvt. Ltd. (NCE) is a premium coffee producer and exporter and part of Nepal Coffee Company Pvt. Ltd., established in 1983. NCE is implementing the activity "Regenerating Nepal's Specialty Coffee Value Chain for Inclusive Green Growth" in partnership with GIZ under GRAPE 2 project, with Bhumi Sewa Networks (BSN) as consortium partner for biochar, carbon and digital monitoring.

The project aims to scale Nepal's specialty Arabica coffee industry by connecting smallholder farmers to export markets through a competitive, climate-resilient and biodiversity-friendly value chain.

2. Purpose of the Position

The Finance and Account Manager keeps NCE's project books, controls and reports, so that every cost charged to GIZ and every NCE contribution is eligible, properly evidenced and audit-ready.

The position is responsible for the day-to-day financial management of the project, including accounting, payroll, tax compliance, budget monitoring, cost-share documentation and financial reporting, in line with NCE's Financial and Administration Policy and GIZ requirements.

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3. Key Responsibilities

A. Accounting and Financial Management

Maintain the project cost centre and account codes in line with the approved GIZ price schedule, and record all project transactions accurately and on time.

- Maintain the books of account in Tally and keep vouchers and supporting documents complete and in order.
- Prepare monthly bank reconciliations, signed by two persons, and reconcile petty cash and staff advances.
- Carry out quarterly financial closures, including settlement of advances, prepayments and accruals.
- Maintain the capital asset records with the Admin Manager and calculate depreciation under the Financial and Administration Policy.

B. Budget Monitoring and Cost Share

- Track spending against each budget line every month and report budget-versus-actual to management.
- Alert management before any budget line approaches the GIZ offsetting limit of EUR 2,500 or 10% of the line.
- Document NCE's cash and in-kind cost share, including contributions from BSN consolidated by NCE, with full supporting evidence.
- Support the preparation of annual budgets and cash-flow forecasts.

C. Payroll, Tax and Statutory Compliance

- Prepare the monthly payroll summary from verified attendance records and timesheets.
- Calculate and deposit income tax (TDS), Provident Fund and gratuity contributions, and file statutory returns on time.
- Ensure compliance with the Income Tax Act 2058, VAT rules, the Labour Act 2074 and other applicable requirements.

D. Payments and Internal Control

- Check every payment against the approved requisition, purchase order, quotations, goods received note and invoice before release.
- Uphold segregation of duties: the post holder does not hold petty cash or approve payments that he or she has prepared.
- Support procurement staff in applying the thresholds and documentation requirements of the Procurement Policy.
- Process travel advances and settlements under the HR Policy and ensure advances are cleared on time.

E. Reporting and Audit

- Prepare financial reports and reimbursement claims for GIZ according to the schedule in the GIZ agreement.

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- Submit the quarterly management financial report within 15 days of each quarter end.
- Support quarterly internal audits, the annual statutory audit and any GIZ financial monitoring, and follow up audit recommendations.
- Keep financial records for at least 7 years, available to GIZ, auditors and NCE management.

F. Gender, Integrity and Team Support

- Treat all staff, suppliers and farmers with fairness and respect, and support the participation of women and marginalised groups in project financial processes, such as farmer payments.
- Maintain confidentiality of financial and payroll information and report any suspected irregularity to the CEO.
- Orient field staff on financial procedures, documentation and advance settlement.

4. Required Qualifications and Experience

- Bachelor's degree in Business Studies, Commerce, Accounting or Finance (BBS, BBA or B.Com). A Master's degree, or progress in CA or ACCA, is an advantage.
- At least 3 years of relevant experience in accounting or finance.
- Experience with donor-funded or development projects is strongly preferred, particularly budget monitoring and financial reporting to donors.
- Working knowledge of Tally and strong skills in Microsoft Excel.
- Sound knowledge of Nepal's tax system, including TDS, VAT, payroll, Provident Fund and gratuity.
- Experience in preparing for and supporting audits.
- Good written and spoken English and Nepali.
- High integrity, accuracy, attention to detail and the ability to meet deadlines.
- Willingness to travel to field sites when required.

5. Reporting

The Finance and Account Manager will report to the Chief Executive Officer and will work closely with the Admin Manager, the Project Operation Manager, Farm Operations Managers and procurement staff. The position coordinates with BSN on cost-share evidence and supports communication with GIZ on financial matters.

6. Duration and Other Conditions

The position is full time and regular employment with NCE under the Labour Act 2074, with a probation period of three months. The post holder will be based in Kathmandu and will work 9:30 a.m. to 5:30 p.m., Sunday to Friday. Remuneration will follow NCE's salary structure. The post holder may be assigned other duties by NCE management and will be expected to start as soon as possible to allow a proper handover of the accounts.

NCE is an equal opportunity employer. Women, youth, persons with disabilities and candidates from Dalit, Janajati and other marginalised communities are strongly encouraged to apply. Under the NCE HR Policy, women are given priority in appointment.