

TERMS OF REFERENCES ADMINISTRATION AND FINANCE (AFD) MANAGER

Organisation: Loden Foundation

Location: Thimphu, Bhutan

Reports to: Executive Director

Position Type: Full-time contract (2 years renewal)

Position Overview

The Administration and Finance (AFD) Manager is responsible for overseeing all administrative, financial, and operational functions within the organisation. This role ensures that the organisation maintains financial integrity, operational efficiency, and compliance with legal and regulatory requirements. The manager will work closely with Executive Director and other senior managers, providing financial insights and strategic guidance to support decision-making and organisational growth.

The Administration and Finance (AFD) Manager's primary objective is to ensure the effective management of the organisation's financial resources and administrative functions. This includes maintaining accurate financial records, managing budgets, overseeing procurement and logistics, ensuring legal compliance, and providing administrative support to all services.

Key Responsibilities

Financial Management and Budgeting

- ⇒ Oversee the financial planning, budgeting, and forecasting processes.
- ⇒ Develop and monitor the organisation's annual budget in collaboration with focal program officers and the Executive Director.
- ⇒ Ensure financial policies, procedures, and internal controls are followed to maintain transparency and accuracy.
- ⇒ Manage cash flow, ensure the availability of funds, and oversee investment decisions.
- ⇒ Prepare regular financial reports, including income statements, balance sheets, and cash flow reports, for Executive Director and the board of directors.
- ⇒ Ensure timely and accurate financial reporting to donors, partners, and regulatory bodies.

Accounting and Audit

- ⇒ Supervise the accounting team to ensure accurate and timely bookkeeping, including accounts payable, receivable, and payroll.
- ⇒ Oversee the preparation of financial statements in accordance with applicable accounting standards.
- ⇒ Ensure compliance with tax regulations and manage the submission of all statutory returns.
- ⇒ Liaise with external auditors to ensure timely completion of audits and implementation of audit recommendations.
- ⇒ Ensure proper maintenance of financial records and documentation for audit and compliance purposes.

Administration and Operations

- ⇒ Supervise ADM officer and oversee all administrative functions, including office management, facilities management, and procurement.
- ⇒ Ensure that administrative systems, processes, and policies are efficient and effective in supporting the organisation's operations.
- ⇒ Manage contracts and service agreements with external vendors and suppliers.
- ⇒ Oversee logistics, including travel arrangements, office supplies, and equipment maintenance.
- ⇒ Ensure organisational compliance with legal and regulatory requirements, including labor laws and health and safety regulations.

Human Resources and Payroll Management

- ⇒ Supervise ADM Officer on the human resources function, ensuring compliance with employment regulations, fair labor practices, and organisational policies.
- ⇒ Oversee the payroll system, ensuring that staff are paid accurately and on time.
- ⇒ Assist with the development of HR policies and procedures, including recruitment, performance management, and staff development.
- ⇒ Ensure the administration of employee benefits, leave policies, and contract renewals.

Procurement and Asset Management

- ⇒ Supervise ADM officer and oversee procurement processes to ensure that goods and services are acquired in a cost-effective and transparent manner.
- ⇒ Develop and maintain asset management systems to track the organisation's physical assets.
- ⇒ Ensure proper documentation, safeguarding, and maintenance of all organisational assets.
- ⇒ Manage insurance policies, including health, property, and liability coverage.

Risk Management and Compliance

- ⇒ Identify and mitigate financial and operational risks to the organisation.
- ⇒ Ensure compliance with legal, regulatory, and donor requirements, including the submission of financial reports and audits.
- ⇒ Develop and implement internal control systems to safeguard organisational assets and ensure operational efficiency.
- ⇒ Ensure adherence to donor guidelines for financial management and reporting.

Deliverables

- ⇒ Annual budget and financial plan developed in collaboration with focal program officer and Executive Director.
- ⇒ Monthly and quarterly financial reports prepared and submitted to the Executive Director.
- ⇒ Timely and accurate submission of financial reports to donors and regulatory bodies.
- ⇒ Completion of external audit with minimal or no findings.
- ⇒ Procurement and asset management system maintained and regularly updated.
- ⇒ Compliance with legal, regulatory, and donor financial guidelines.

Qualifications and Experience

- ⇒ Bachelor's degree or Master's in finance, accounting, business administration, or a related field (Master's degree or professional certification such as CPA, ACCA preferred).
- ⇒ Minimum of 3- 5 years of experience in financial management, preferably in a nonprofit organisation or CSO.
- ⇒ Strong understanding of financial management principles, accounting practices, and regulatory compliance.
- ⇒ Experience with budget development, financial analysis, and reporting.
- ⇒ Excellent knowledge of procurement, asset management, and general administration.
- ⇒ Proficiency in financial management software and accounting systems.
- ⇒ Strong leadership, organisational, and communication skills.
- ⇒ Ability to work independently and manage multiple priorities in a fast-paced environment.
- ⇒ High level of integrity and ability to handle sensitive and confidential information.

Skills and Competencies

- ⇒ **Leadership:** Ability to lead the administration and finance team, fostering collaboration and high performance.
- ⇒ **Analytical Thinking:** Strong financial and operational analysis skills to inform decision-making.
- ⇒ **Attention to Detail:** Ensure accuracy and thoroughness in financial and administrative tasks.
- ⇒ **Communication:** Strong verbal and written communication skills to effectively interact with stakeholders.
- ⇒ **Problem-Solving:** Ability to identify risks, resolve issues, and implement improvements in financial and administrative systems.

Reporting and Supervision

- ⇒ The **Administration and Finance (AFD) Manager** reports directly to and works under the supervision of the **Executive Director**, ensuring alignment with the organisation's strategic and financial goals. This reporting structure facilitates close collaboration in managing the organisation's financial health, administrative functions, and compliance with regulatory requirements.

Pay and Benefits

- ⇒ Pay, allowances, and other monetary entitlements under this agreement shall be payable as per the Loden Service Rules and Regulations and only in Bhutanese Ngultrums.

Hours of Work

- ⇒ The employee shall be required to work a maximum of 44 hours per week and by other provisions concerning work hours as set out in the Loden Service Rules and Regulations.
- ⇒ The employee shall be entitled to overtime payments per the Labour and Employment Act 2007 or the internal regulations of the Loden Foundation.

Leave entitlements

- ⇒ The employer shall provide the employee rest and meal breaks per the provisions of the Labour and Employment Act 2007. Such breaks, however, do not count as part of standard working hours.
- ⇒ The employee shall be entitled to paid annual leave, sick leave, casual leave, five days of paternity leave, study leave, and any other leave in accordance with the procedures and arrangements provided in the Loden Service Rules and regulations.

Work place health and safety

- ⇒ The employer shall provide a safe working environment that is not harmful to the employee's health and assumes prime responsibility for all safety and health matters in the place of work. The employee agrees to cooperate with the employer to ensure the working environment is as safe and healthy as possible.
- ⇒ The employer agrees to provide the employee with all necessary protective clothing and equipment associated with the employee's duties and responsibilities without cost to the employee.
- ⇒ The employer agrees to compensate the employee for any injury or disease attributable to the performance of his or her duties and responsibilities under this agreement, or in the event of the death of the employee due to work or work-related circumstances, to compensate the employee's dependants and beneficiaries. Such compensation shall be payable according to the provisions of the Labour and Employment Act 2007 and Loden Service Rules and Regulations.

Provident funds, pensions, and gratuities

- ⇒ On termination, the employer shall pay the employee all payments and entitlements due for provident fund, group insurance, pension rights, and gratuity payments, if any, as provided in the Labor and Employment Act, 2007, or Loden Service Manual (Separation Payout SOP).

Duration and Terms

- ⇒ This is a full-time position with an initial contract of 2 years, subject to performance evaluation and renewal based on organisational needs.
- ⇒ Competitive salary and benefits package, in line with the Loden Foundation's ISR and compensation structure.

Note: Female Candidates with relevant qualification and experience are highly encouraged and candidates with relevant master's degree will be given preference for shortlisting.