



Senior Finance and Administration Manager—Nepal

Clear Outcomes is a woman-owned, management consulting firm that provides solution-oriented monitoring, evaluation, research and learning support to international and domestic organizations. With expertise in health, governance, humanitarian affairs, capacity development, education, and the use of technology (big data, machine learning, AI), Clear Outcomes aims to provide expert consulting support and solutions. We work with governments, non-profits, universities, foundations, and the private sector to support solutions for their needs. We are seeking a Senior Finance and Administration Manager for an anticipated five-year monitoring, evaluation and learning contract. The position will be based in Katmandu, Nepal.

The ideal candidate is a Nepalese finance and administrative professional. They are solution oriented, resourceful, engaged, and able to work closely with and advise USAID. They want to help improve how development is delivered and are passionate about efficiency.

Position Description

The Senior Finance and Administration Manager will support the Chief of Party to provide excellence in financial and operational issues for Clear Outcomes. They will advise on banking, accounting, legal matters, importation of materials, and human resources. They are familiar with the USAID Program Cycle and the portfolio of investment in Nepal. The period of performance is anticipated to be five years.

Duties and Responsibilities

- Monthly cash management, accounting for all costs according to USAID regulations, cash flow projections and budgets
- Liaise with the bank and suppliers to improve efficiency of operations
- Manage payroll for the company in Nepal

KNOWLEDGE, SKILLS, AND ABILITIES

- Recognized expert in accounting and management
- Able to advise teams on financial systems and use online systems to account for costs
- Solution oriented and a nice person to work with
- Loves to learn and willing to experiment with new technology and new ways of working
- Ability to work in a fast-paced business environment

- Nepalese national

EDUCATION AND EXPERIENCE

- Bachelor's degree in relevant field or Master's degree (preferred)
- 10+ years of experience managing the finances of international development programs
- Experience working on USAID funded projects

To learn more about Clear Outcomes, please visit our website: <http://www.clearoutcomes.net>

If you are interested in this position, please email your CV in Microsoft Word format with the file called `firstname_lastname_FAM_Nepal` to info@clearoutcomes.net (For example `Jane_Smith_FAM_Nepal.docx`).

Clear Outcomes is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability, or protected veteran status.