

HAPSA Nepal

Health Advancement Programs to Serve All
Vacancy Announcement — Terms of Reference

Operations and Finance Manager

About HAPSA Nepal

HAPSA Nepal (Health Advancement Programs to Serve All) is a non-governmental organization registered with the Social Welfare Council of Nepal, working to strengthen the chain of emergency care across the country.

HAPSA Nepal's programs include the Nepal Life Savers Program (CPR, choking response, and AED initiatives, including Nepal's first out-of-hospital cardiac arrest registry), the Poison Center Collaborative (a 24/7 poison information service operated in partnership with Dhulikhel Hospital), rural trauma and emergency care strengthening, point-of-care ultrasound training and research, and emergency medicine education and exchange. HAPSA Nepal works in partnership with hospitals, municipalities, academic institutions, professional associations, and international collaborators to build locally led, evidence-informed emergency care capacity in Nepal.

Position Summary

The Operations and Finance Manager is responsible for HAPSA Nepal's financial management, administrative systems, procurement, compliance, and internal controls. The position ensures that HAPSA Nepal's financial and operational systems are transparent, accountable, audit-ready, and aligned with organizational policies, donor requirements, and the applicable laws of Nepal.

A central responsibility of this role is maintaining a consolidated organizational financial picture: tracking income, expenditure, budget balances, and commitments across all grants and programs so that leadership can plan with full visibility. The Operations and Finance Manager works closely with the Country Director, the Program Manager, the Communications and Grants Manager, and partner organizations to support smooth day-to-day operations and responsible use of resources.

The role requires strong financial discipline, attention to detail, integrity, and a practical understanding of NGO operations in Nepal.

Key Responsibilities

1. Financial Management and Budgeting

- Manage HAPSA Nepal's day-to-day financial operations, including budgeting, fund tracking, payment processing, bookkeeping, and financial reporting.
- Maintain a consolidated organizational budget alongside project-wise and donor-specific budgets, prepared in coordination with the Country Director and program leads.
- Monitor budget utilization and ensure all expenses align with approved budgets, program plans, and donor requirements.
- Prepare monthly, quarterly, annual, and project-specific financial reports for internal review, donor reporting, and audit.

- Review and verify invoices, reimbursement claims, advance settlements, and vendor, consultant, and training payments before processing.
- Ensure timely bank reconciliation, cash flow planning, fund requests, and expenditure tracking, and provide leadership with regular updates on the organization's overall financial position.

2. Accounting, Documentation, and Record Keeping

- Maintain complete, accurate, and audit-ready financial records in both digital and physical formats.
- Ensure every financial transaction is supported by proper documentation, including invoices, receipts, approvals, and agreements.
- Maintain systematic files for vouchers, payroll, taxes, procurement, grants, contracts, and inventory.
- Ensure all organizational funds, including donations, are received and managed through HAPSA Nepal's institutional accounts with full documentation.
- Maintain confidentiality in the handling of financial, staff, donor, and partner information.
- Lead the digitalization and continuous improvement of HAPSA Nepal's financial and administrative documentation systems.

3. Compliance, Taxation, and Internal Control

- Ensure compliance with HAPSA Nepal's financial and administrative policies, donor conditions, and the applicable laws of Nepal.
- Coordinate timely renewal of organizational registration, Social Welfare Council documentation, tax clearance, and other required approvals from ward, municipal, district, provincial, and federal authorities.
- Ensure timely calculation, deduction, filing, and payment of applicable taxes, including TDS, salary tax, and consultant and vendor taxes.
- Strengthen internal control systems to prevent fraud, duplication, unsupported expenses, and non-compliant transactions.
- Report financial or operational irregularities, gaps, or compliance concerns to the Country Director in a timely manner.
- Support the development and implementation of finance, procurement, HR, travel, and asset management policies.

4. Audit and Financial Review

- Coordinate internal, external, donor, project, and statutory audits.
- Prepare audit schedules, financial statements, and all supporting documentation required for audit.
- Respond to audit queries and coordinate with staff to provide clarifications and records.
- Track audit findings and support implementation of corrective actions and internal control improvements.
- Keep HAPSA Nepal's financial and operational records audit-ready throughout the year.

5. Procurement, Logistics, and Asset Management

- Manage procurement of goods and services in accordance with HAPSA Nepal's procurement policy, donor requirements, and value-for-money principles.
- Maintain complete procurement documentation, including purchase requests, quotations, comparative charts, approvals, and contracts.

- Maintain updated inventory and fixed asset records, including CPR mannequins, AED and training equipment, office equipment, and program materials, with periodic physical verification.
- Manage vendor relationships and maintain an updated vendor roster for organizational needs.
- Coordinate logistics for trainings, workshops, field visits, and stakeholder events, including travel, accommodation, venues, and supplies.

6. Administration and Office Operations

- Oversee day-to-day administrative operations, including office supplies, equipment, utilities, filing systems, and visitor coordination.
- Support preparation and management of contracts, agreements, appointment letters, terms of reference, and MoUs.
- Maintain updated records of organizational registration documents, policies, insurance, staff files, and official correspondence.
- Coordinate with banks, vendors, government offices, hospitals, municipalities, and partner organizations on administrative and operational matters.

7. Human Resources and Payroll Support

- Maintain HR administrative systems, including staff contracts, attendance and leave records, consultant agreements, and personnel files.
- Prepare monthly payroll and ensure timely processing of salaries, benefits, insurance contributions, and tax deductions.
- Support recruitment logistics, onboarding, orientation, and exit documentation.
- Ensure staff and consultants understand finance, procurement, travel, and reimbursement procedures.
- Support implementation of HAPSA Nepal's HR policies, code of conduct, and safeguarding expectations.

8. Grants and Donor Financial Compliance

- Manage the financial side of grants, donations, and donor-funded projects, including subawards received through international partners.
- Prepare donor-specific financial reports aligned with narrative reports and approved budgets.
- Track project-wise income, expenditure, budget balances, burn rates, advances, and pending settlements.
- Support proposal and concept note budgeting and the financial sections of donor submissions.
- Support financial monitoring and documentation review for implementing partners and field-based collaborators.

9. Program Operations, Reporting, and Team Coordination

- Provide operational and financial support for program activities, including activity budgets, advance requests, training logistics, and settlement documentation.
- Monitor field advances and ensure timely settlement with complete supporting documents.
- Prepare monthly operations and finance updates for leadership, and maintain trackers for budgets, grants, assets, contracts, payroll, tax deadlines, and audit actions.
- Identify financial, operational, procurement, and compliance risks and recommend practical mitigation measures.

- Build the capacity of program and field teams on budgeting, documentation, procurement compliance, and settlement procedures.
- Contribute to a professional, respectful, and accountable working environment.

Required Qualifications

- Master's degree in Accounting, Finance, Business Administration, Management, or a related field, or a Bachelor's degree in a relevant field with at least 5 years of relevant experience.
- Minimum 5 years of progressive experience in finance, administration, or operations, preferably in an NGO, INGO, health program, or donor-funded project.
- Strong knowledge of financial management, budgeting, accounting, procurement, audit preparation, taxation, payroll, and statutory compliance in Nepal.
- Experience preparing financial reports, donor reports, project budgets, and audit files.
- Proficiency in Microsoft Excel and accounting software, with strong digital documentation skills.
- Strong written and verbal communication skills in English and Nepali.
- Demonstrated ability to maintain confidentiality, accuracy, and professional integrity.
- Ability to work independently, manage multiple deadlines, and solve operational problems.
- Ability and willingness to travel within Nepal as required.
- Able to work independently with minimum supervision

Preferred Qualifications

- Prior experience as an Operations Manager, Finance Manager, Admin and Finance Manager, or similar role.
- Experience with donor-funded projects, grant budgeting, donor financial compliance, and audit coordination.
- Familiarity with Social Welfare Council documentation, NGO compliance requirements, and statutory reporting in Nepal.
- Experience managing procurement, inventory, logistics, and consultant or vendor contracts.
- Experience developing or strengthening finance, procurement, HR, and administrative policies.
- Experience in the health, emergency care, or public health sector.

Key Skills and Competencies

- Financial management and budget monitoring
- Accounting, bookkeeping, and financial reporting
- Audit preparation and compliance management
- Procurement, logistics, and asset management
- Taxation, payroll, and statutory compliance in Nepal
- Grant financial management and donor reporting
- Internal controls and risk management
- HR administration and contract support
- Attention to detail, confidentiality, and integrity

- Team coordination and professional communication in English and Nepali

Reporting Structure

The Operations and Finance Manager reports to the Country Director and coordinates closely with the Program Manager, the Communications and Grants Manager, program leads, field teams, consultants, partner hospitals, municipalities, and donors as required.

Duty Station

The position is based in Kathmandu, Nepal, with travel to HAPSA Nepal program sites, partner hospitals, municipalities, training sites, and stakeholder meetings as required.

Duration

The duration of engagement will be as stated in the appointment letter or employment contract, subject to organizational need, performance, funding availability, and HAPSA Nepal's policies.

Salary and Benefits

Salary will be commensurate with qualifications, experience, and HAPSA Nepal's organizational policies.

Benefits will be provided in accordance with HAPSA Nepal's organizational policies.

How to Apply

Interested candidates are requested to submit the following documents:

- Updated CV/Resume
- Cover Letter (maximum 2 pages) explaining your suitability for the position
- Contact details of two professional referees

Submit your application by email to: info@hapsanepal.org

Application Deadline: 22nd August 2026 (11:59 PM NPT)

Only shortlisted candidates will be contacted.

For telephone inquiry: +977-9801217982

Professional Conduct and Safeguarding

The position holder is expected to uphold the highest standards of professionalism, integrity, confidentiality, transparency, and accountability. All work must comply with HAPSA Nepal's policies, donor requirements, safeguarding principles, ethical standards, and the applicable laws of Nepal. Any breach of confidentiality, safeguarding, professional conduct, financial accountability, or organizational policy may be subject to review and action in accordance with HAPSA Nepal's rules and procedures.

HAPSA Nepal is an equal opportunity employer. Women and candidates from Dalit, Janajati, Madhesi, and other marginalized communities are strongly encouraged to apply. HAPSA Nepal is committed to safeguarding and to preventing sexual exploitation, abuse, and harassment; all offers of employment are conditional on

satisfactory references and appropriate background checks. Only shortlisted candidates will be contacted. HAPSA Nepal reserves the right to reject any or all applications without assigning any reason. Canvassing at any stage of the recruitment process will lead to disqualification.