

PROFESSIONAL OBJECTIVE

- To continue my career with an organization that provides me an opportunity to grow and to exploit my potential to excel in the area of my preview to benefit mutual growth and success.

PROFESSIONAL EXPERIENCE**1. Current Organization : Family Planning Association of Nepal**

Current Position : **Grants & Finance Manager**

Duration : **December 2015 – Till Date**

KEY Responsibilities Accomplished:**Financial Management:**

- Provide overall financial management for the project and oversee standard budgeting, accounting, reporting and internal audit duties including fund management and timely fund issuance.
- Lead the development and maintenance of robust financial controls (bank reconciliations and other control accounts, etc.)
- Oversee staff to ensure accurate data entry into FPAN financial software (ORACLE) accounting system, lead improvement and system enhancement work.
- Develop the country annual operating budget and make appropriate revisions as per need and as per instructions from the Chief of Party.
- Lead in effective monitoring of the project budgets.
- Ensure accurate and timely reporting of project finances and progress status, review actual financial performance against the budget, and address variances on a regular basis.
- Frequent field visit for supervision and monitoring of district level program and for providing technical backstopping to field finance staffs.
- Lead timely reporting to FPAN colleagues, donors and IPPF (International Planned Parenthood Federation) head office. Focus on continuous improvement and ensure that reports are user-friendly.
- Effectively organize and manage internal, external and Donor audits.
- Produce statutory (legal) accounts and other legal returns for Nepal.
- Monitor branch financial management as far as it relates to USAID funded projects, ensuring compliance with FPAN and donor rules and regulations, building knowledge and understanding, promoting improvements to financial management and reporting.
- Handle petty cash and ensure daily update of the petty cash status.
- Build strategic and implementation planning along with policies & procedures for the Finance Department.
- Build financial capacity of FPAN staffs.

Administrative Management:

- Lead development of consultant and partner contracts/memorandums of understanding.
- Ensure that logistics systems including procurement, transportation, storage, control of, and reporting on, the use of supplies are carried out in accordance with FPAN and donor procedures and policies.
- Coordinate the IT administration in Kathmandu office working with the IT unit.
- Build administrative capacity of FPAN staff and partners.
- Apply proper backup system that will be kept in & off site of the office premises and update it once a week.
- Ensure that program assets (financial and physical) are safeguarded, manage the risk register and facilitate financial efficiency.
- Lead in the procurement processes and USAID Compliances related to procurement of Bikes, Scooters and Vehicles.

Budgeting & Monitoring:

- Contribute to annual budget planning, periodic review of annual budget
- Develop budget for new program/ proposal coordinating with other relevant departments.
- A total of 5.5 Million USD budget is revised and is being implemented.

Payroll review, Human Resource Management:

- Verify payroll for staff and consultants, accrued severance & leave calculation and ensure their correct accounting to the assigned project.
- Review common cost allocation methodology and accuracy.
- Support People and HR department in implementation of local Human Resource Manual related to payroll & other staff benefits and travel and provide technical guidance on Human Resources budget monitoring.
- Supervise the work of Finance Consultants, 1 Senior Finance Officer, 1 Finance Officer, 11 Admin & Finance Officers, 1 Procurement Officer, 1 Training Officer, 1 HR & Logistic Assistant and provide necessary technical guidance.
- Delegate tasks, set priorities and deadlines and hold regular department meetings to ensure effective communication and review work in progress.
- Develop plans for capacity building of subordinates including performance management, training, and development.
- Ensure the correct storage of information, including an appropriate cross-reference system and easy access and retrieval.
- Support internal and external audit as statutorily required by local government and funder agencies.
- Implement recommendations made by auditor including internal auditor.
- Support in developing, updating and reviewing local finance policy, strategies and plans including signoff policy and relevant forms.
- Provide input for strategic planning and resource mobilization.

Audit Support:

- Assist to develop the annual audit plan
- Conduct internal audit as per annual audit plan.
- Obtaining accurate and complete documentation of audit evidences and trails.
- Ensure compliance of all applicable regulations, status and rules.
- Ensure financial management system is in accordance with FPAN, Donor's, International & National Accounting Standards and applicable local laws.
- Assist in documenting processes for improving internal controls, operating efficiency, and the adequacy of records and recordkeeping.
- Maintain a tracker against audit plan and keep a track of reports issued, their action plan and follow up activities.
- Follow up action on monitoring improvement/implementation of observation of auditors.

Other Major Working Experiences

S. N	Name of the Institution	Status	Duration	Key Tasks
1	Trimurti Clearing Sewa, Birgunj	Accountant	1 yrs. 3 months (Sept. 2014 – Nov. 2015)	<ul style="list-style-type: none"> • Accounting, TDS Compliance, Bank Reconciliations, Final Accounts preparations, FA Verification and depreciation, External confirmations. • Preparation of provisional balance sheets. • Representation on behalf of employer. • Minute Preparation and documentations.

Training Exposures

Nature/Course or Description of Training	Organizing Agency	Days	Year
Labour Act 2074 Redefined	Growth Leadership Academy (GLA)	1	2017
Financial Management for US Government Funding	INSIDENGO	2	2017
USAID Rules & Regulations: Grants & Cooperative Agreements	INSIDENGO	3	2017
Withholding Taxes and Tally ERP 9	Family Planning Association of Nepal	2	2017
USAID Financial and Procurement Compliance	Family Planning Association of Nepal	2	2016
Fixed Assets Management & Financial Management	Family Planning Association of Nepal	2	2016
General Management and Communication Skill (GMCS)	ICAI	15	2015
35 Hrs Orientation Programme	ICAI	7	2011
100 Hrs Information Technology Training	ICAI	25	2010
Do It Yourself – Computer Skill Enhancement Training	St. Xavier's College	1	2009

References

S.N	Name	Designation	Mob. No.	Email
1	CA ujjwol Khanal	Proprietor, Ujjwol Khanal & Associates, Chartered Accountants	9851004454	ujjwalkhanal@gmail.com
2	Mr. Dibya Lamsal	Project Associate- Finance, NHR Project, UNOPS	9851167766	dibyal@unops.org
3	Mr. Manindra Sthapit	E-Governance cum Reporting Expert, LGCDP-2/MOFALD/UNDP	9841436221	manindra.sthapit@gmail.com ; msthapit@lgcdp.gov.np

The above facts are true to the best of my knowledge and belief.

Sd/-

CA. Mukesh Khadka