

Government of Nepal
Ministry of Energy, Water Resources and Irrigation
Alternative Energy Development Board

TERMS OF REFERENCE

Title : Finance Expert, Compliance
Responsible to : Alternative Energy Development Board through the
Coordinator of Compliance and Ethics Sub-committee
Report to : Coordinator, Compliance and Ethics Sub-committee

Context:

AEPC has institutionalized the Compliance Unit from the decision of the Board dated 04/01/2016 (20/09/2072 BS) to serve the oversight function to ensure the adequacy of internal controls at the institutional level. A sub-committee for the compliance and ethics has been provisioned in clause 37 of the Financial Discipline and Good Governance Regulation, 2018 of AEPC. The oversight of the Unit is done by this sub-committee headed by one Board member to oversee the internal control, ethics and internal audit of AEPC. Other members of the sub-committee are Finance and Legal Heads from the respective line Ministry, Independent Finance and Legal experts appointed by the Board.

AEPC supports in hiring the experts at the Compliance Unit. The unit through this sub-committee directly reports to the Board on a periodic basis highlighting the improvement needs to ensure functioning of the internal controls.

Responsibilities:

The duties and responsibilities of the Finance expert include, but are not limited to the following

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- Act as a secretary for the compliance and ethics sub-committee of the board and participate in all meetings of the sub-committee. Prepare meeting agendas, minutes of the meeting and present progress report to the sub-committee. Participate in Board Meetings and assist the coordinator of the Compliance and Ethics Sub-Committee by preparing presentations and reports.
- Check, review and verification of the compliance of the activities of the AEPC/programs under AEPC and CREF with policies, rules and regulation mentioned in the National Level Act and Guidelines on Financial Procedures, Procurement, Corruption Prevention, Right to Information and Good Governance and also ensure adherence to Institutional policies on grievance handling and information disclosures and other relevant compliance procedures as per the Standard Operating Procedure, Financial Discipline and Good Governance Regulation and Financial Mismanagement and Corruption Prevention Resource Book.

- Report the review outcome to the board through sub-committee coordinator and recommend the improvement to AEPC.
- Conduct investigations on alleged prohibited practices on activities that involve AEPC finances. Conduct orientation and training to AEPC staffs to improve financial/ethics procedures.
- Ensure that cases are handled according to the established guidelines and procedures organizing site visits, gathering information, conducting document reviews and interviews, monitoring outcomes, and writing case reports.
- Contribute to the formulation of possible technical assistance to help prevent and detect integrity violations and to formulation and updates of policies, processes, and procedures to improve investigative methodologies
- Conduct risk assessment and prepare annual audit plan of the compliance unit and get it approved by the sub-committee. The thematic working area of the compliance unit includes the following but not limited to
 - a. Monitor the integrity of financial statements of AEPC.
 - b. Review the adequacy of internal control and risk management system at AEPC
 - c. Review AEPC's procedures for detecting fraud, system and control for the prevention of non compliance
 - d. Review suspected breaches of code of ethics
- Support to prepare and finalize periodic compliance report related with financial compliance matter and facilitates AEPC to close the issues of finance if any.
- Conduct seminars and workshops, make presentations, and facilitate meetings to foster an understanding of compliance and ethics requirements.
- Build partnerships and liaises with other staff and departments to ensure maximum institutional effectiveness.
- Work regularly at secretariat of the sub-committee stationed at AEPC premises.
- Coordinate with the members of the sub-committee on a regular basis to improve the financial systems.
- Any other tasks and duties as assigned by the Board and/or Sub-Committee related with financial matters.

Qualification and Experience:

- At least Master's Degree in Finance, Accounting, Management or other related discipline with at least 7 years of experience in financial management.
- Must have knowledge of compliance and its functions. Knowledge on the areas of conducting compliance reviews, procedures for fraud reporting and investigation, risk assessment.

- Knowledge of social and environmental safeguard and compliance
- Knowledge of Green Climate Fund and its working areas especially fiduciary standards and criteria. Also knowledge on national climate change policies, strategies and communications and international climate financing.
- Ability to work independently and under pressure and interact with others with the utmost diplomatic and professional manner at all times
- Ability to balance multiple work priorities effectively and adapt to evolving priorities in a challenging environment
- Strong competency in the use of standard software programmes: Excel, Word, PowerPoint and Outlook.
- Excellent written and verbal communication skills in English is required, including the ability to clearly prepare, present, discuss and defend findings, and recommendations at senior levels and to produce complex and compelling briefs, reports, papers, etc.
- Strong interpersonal skills in communicating with all levels of staff and external stakeholders both orally and in writing.