



## Account Manager/Assistant

- **Vacancy for:** 4
- **Posted on:** Oct. 29, 2018
- **Deadline:** Nov. 20, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Accounting / Finance > Internal Audit, Account management, FMCG sales
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Kathmandu, Central Development Region, Nepal Biratnagar, Eastern Region, Nepal
Offered Salary	: Negotiable

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Accounting Softwares, Vat & Tax, Account Knowledge

### Other Specification

#### Skills and Experience:

- Bachelor's degree level qualification in Management, Accountancy, Finance with at least 2 years of work experience in a relevant field
- Highly Competent in Microsoft Office applications, and advanced excel skills
- Knowledge and experience of accounting systems and preferably Tally
- Excellent customer service skills and experience in dealing with the public
- Fluency in written and vocal English language
- Should have knowledge of VAT and TAX

#### Values and Characteristics:

- Self-Starting and demonstrate initiative
  - Innovative and passionate about excellence
  - Strong communication skills
  - Good time management & delegation skills
  - Strong Team leader to manage a team
  - A motivated and energetic person with strong communication and social skills
  - Innovative and creative thinker open to new ideas and driving change & excellence
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### Job Description

- Work closely with Accountant in implementing the Financial Manual and all policies and procedures contained therein
- Weekly bank deposit and collection report
- Responsible for bank reconciliation reports
- Handling Payroll software and submitting the payroll report to Manager/Supervisor
- Prepare check requisition for the suppliers and clients payment
- Handle cash and bank transactions and other correspondence with the bank
- Maintain personnel files, leave records and others personnel administration
- Ensure that salaries are paid by the due date
- Ensure timely payment mechanism to the suppliers and service providers as organization rules and the package of service providers. Ensure that calculations are correct and that payments are coded to the correct account
- Maintain Primary and secondary books of accounts are written up properly, without errors and reconciled and accurate files are maintained

- Identify and assist the Accountant and site managers/supervisors with the resolution of any accounting and or control issues
- Perform other duties as assigned by the management
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- Administer and monitor the financial system in order to ensure books are maintained in an accurate and timely manner
- Preparation of various financial reports and IRD related documents
- Journals, Tally Admin, Monthly vat File, Purchases bill settlement, Fund Rotations
- Responsible for timely audit and relative tax/VAT reporting and submission

**Salary & benefits:** Will be offered as per the candidates' experience and qualification. Salary is not a bar for deserving candidates.

***Only shortlisted candidates will be called for the further selection processes. Suitable candidates are highly encouraged to apply.***

**Applying Procedure:**

Interested Candidates are requested to email us your detailed CV with Cover letter at [info@shikharorganization.com](mailto:info@shikharorganization.com)

**OR,**

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**Applying Procedure**

Apply Link : <https://merojob.com/account-managerassistant/>

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