



## Accountant

- **Vacancy for:** 3
- **Posted on:** July 12, 2018
- **Deadline:** July 27, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Accounting / Finance  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 10 years

### Other Specification

- Must have completed Bachelors Degree in Accounting/Finance
  - Must have minimum 5-10 years of experience in related field
  - Self-motivated and enthusiastic
  - Smart and good personality
  - Ability to work under pressure and time management skill
  - Good knowledge of accounting software and MS office
  - Sound knowledge of Nepalese Taxation such as, Income Tax, VAT, Customs, Excise and TDS
  - Sound knowledge of Nepalese Company Act
  - Good knowledge on internet and web surfing
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### Job Description

- Establish and enforce proper accounting methods, policies and principles
- Manage all transactions related to accounts
- Prepares special financial report by collecting, analyzing, and summarizing account information and trends
- Prepare day book, journal voucher and ledger
- Coordinate with suppliers customer and clients
- Proactively work to collect payment from the customers/clients
- Dealing with tax authorities during tax audit/full audit
- Perform entire finance, account and bank related works independently
- Ensuring complete compliance of government rules and regulation
- Preparation and submission of Income Tax/VAT returns, E-TDS
- Analyze and review incomes and expenditures
- Reporting to higher level management when required

### Applying procedure:

Interested Candidate can send their updated **CV** at [Vacancy@shailung.com](mailto:Vacancy@shailung.com)

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### Applying Procedure

Apply Link : <https://merojob.com/accountant-1015/>

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