



## Assistant Manager - Accounts

- **Vacancy for:** 3
- **Posted on:** Aug. 8, 2017
- **Deadline:** Aug. 25, 2017, 11:55 p.m.

### Basic Job Information

Job Category	: Accounting / Finance
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Baghdole, Lalitpur Dhapasi, Central Development Region, Nepal
Offered Salary	: NRs. 20,000 - 45,000 Monthly

### Job Specification

Education Level	: Graduate (Masters)
Experience Required	: More than 2 years
Professional Skill Required	: Taxation, Finance, Balance Sheet Preparation, Accounting, Auditing

### Other Specification

- Minimum Bachelor degree in related field
- Pass necessary journal entries & prepare cash trial and bank reconciliation statement; maintaining all entries in tally.
- Prepare monthly Payroll after adjustment of tax, advance salary, if any etc.
- Preparing Annual Accounts, ready for audit.
- Verify stock quarterly in coordination with Store Officer and prepare variance report.
- Undertake TT and LC works for various imports
- Prepare financial reports.
- Forecast cash flow positions, related borrowing needs, and available funds.
- Managing all the processes relating to tax (VAT, Income Tax, TDS, etc)

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### Applying Procedure

Apply Link : <https://merojob.com/accountant-635/>

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