

Accountant

STRENGTHENING SYSTEMS
FOR BETTER HEALTH

- **Vacancy for:** 1
- **Posted on:** March 6, 2018
- **Deadline:** March 22, 2018, 11:55 p.m.

Position No.: 1

Location: Kathmandu, Nepal

Division: International Health (IHD)

Contract: Strengthening Systems for Better Health

Supervisor: Finance Manager

Under the supervision of the Finance Manager, the Accountant records project financial transactions, posts to appropriate projects and tasks, prepares periodic financial statements and reports, and keeps the records of the accounts books up to date.

Specific **duties and responsibilities** include the following:

- Records expenditures, income, and any other related transactions, in the books of accounts.
- Prepares payment vouchers and corresponding checks.
- Prepares payroll and other regular payments with due consideration to deductions (for advances, loans, taxes, etc).
- Prepares monthly bank reconciliations.
- Checks petty cash payments and periodically reconciles petty cash balances.
- Keeps a register of fixed assets and maintains an easy cross-reference system of all government property.
- Ensures that the books of accounts are up to date at all times, orderly, well kept, and readily available for reference and audit, when required.
- Prepares the monthly ROV in accordance with Abt Associates procedures and policies.
- Prepares monthly cash requests, and promptly advises action required to cover estimated costs.
- Liaise with the Finance & Contracts Manager at the home office on all aspects of financial procedures and any issues that may arise.
- Ensures that government taxes are paid on time.
- Ensure that periodic entry of VAT is done after collection of VAT invoices from all the partner agencies, get files ready for sending to USAID for recommendation and submission to the concerned Income-tax Office, regular follow up for reimbursement.
- Ensures that periodic inventory of the fixed assets (property) of the company is conducted.
- Assists the Finance & Administration Director in the implementation of the internal control system and financial procedures manual of the company.

Qualification requirements include the following:

- Bachelor's Degree in Accounting, Finance, Management, Business, or other relevant fields.
- At least six (6) years of professional experience in Accounting and Program Financial Management.
- Experience working at international development programs, with experience at USAID-funded programs highly desirable.
- Experience in payroll management, petty cash management, financial reporting, and budget tracking.
- Experience in inventory management is desirable.
- A self-starter that is able to perform under pressure is preferred.
- A strong command of financial and other computer applications such as MS Word, Excel, Quicken, Access, etc.
- English language capability.

Applying Procedure

Apply Link : <https://merojob.com/accountant-g10/>

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