



## Accounts and Finance Assistant

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

### Basic Job Information

Job Category : Accounting / Finance  
Job Level : Entry Level  
Employment Type : Full Time  
Job Location : Jawalakhel, Patan, Nepal  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year  
Professional Skill Required : Data Entry, Book Keeping, Account Management

### Other Specification

- Should have knowledge of accounting software Tally and its operation
- Should have good knowledge of TDS, VAT and other Taxes
- Should have excellent interpersonal skills and communication skills
- Proactive & able to work under pressure
- Knowledge of Book Keeping, Data entry, Account Management

**Salary:** 20k + (Negotiable) with additional benefits ( PF, Gratuity, Accidental Insurance)

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### Job Description

- Management of petty cash transactions
- Working with spreadsheets, sales and purchase ledgers and journals
- Prepare payments and ensuring all payments and data's entered are accurate
- Create, send and follow up on invoices
- Reconcile bank statements, reports discrepancies and problems
- Collect data's and daily updates on Cost Tracking

### Applying Procedure:

Interested candidates please drop in your updated CV mentioning expected salary and tentative date of joining at [pranita.nakarmi@futureworks.com.np](mailto:pranita.nakarmi@futureworks.com.np)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/accounts-and-finance-assistant/>

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