

Admin / Finance Officer



- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** April 30, 2014, midnight

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Experience in administrative / secretarial work and accounting for at least 5 years
 - Computer skills and able to work with Excel and Word and IT
 - Excellent communication skills and able to communicate in English
 - Experience in general administration procedures, office management; record keeping, good public relations, HR management and good interpersonal relation are needed
 - Willingness to learn additional skills
 - Ability to work independent and to take initiative
 - Willingness to travel to assist provincial teams in their administration (if deemed necessary)
 - Good recommendation / references
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Job Description

- The Admin Finance Officer will contribute to the functioning of the NLR Representative Office and will be directly responsible and answerable to the NLR Representative in Nepal.
- He/she will be responsible for the functioning of the financial section of the NLR RO including the performance of all staff involved in financial management
- He/she will adhere to the laws and regulations of Nepal and the financial guidelines of NLR and of partners involved in the NLR Nepal Programme.
- His/her line of communication with NLR Head Office will be through the RO Representative

KEY Responsibilities

Finance:

- Ensure that the finance section of NLR Nepal is well managed and properly functioning
- See to it that an adequate and appropriate financial system is developed and maintained, and that all related procedures and controls are implemented
- Effectuate that all financial planning and reporting procedures, meet the requirements set by NLR and/or other donors
- Contribute to the overall performance of the NLR Nepal and its positioning towards partners and external parties

Admin :

- Controlling and maintaining internal and external communication like telephone fax and email connection during office hours
- Arrange for employment contracts for local consultants and staff and be responsible for all administrative matters related to such contracts
- Participate in the development of job and task descriptions, recruitment and selection of qualified finance and other staff and handle their introduction and training

- Carry out all the logistic arrangements related to the travel by NLR staff and consultants such as flight booking and ticket purchase, hotel reservations etc.
 - Carry out the financial administration of the NLR Representatives Office
 - Support organisation of meetings and other events organised by the NLR representatives Office
 - On request of the NLR Representative carry out various tasks which are relevant for the running of the office
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Applying Procedure

Apply Link : <https://merojob.com/admin-finance-officer-2/>

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