



## Assistant Finance Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Dec. 26, 2012, midnight

### Basic Job Information

Job Category : Accounting / Finance  
Job Level : entry  
Job Location : Kathmandu  
Offered Salary : None

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### Job Specification

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

### Other Specification

- 2-3 years of experience in similar field.
  - Excellent knowledge of Bank and banking related works.
  - Proficient knowledge of MS Office specifically MS Word, Excel and Power Point, Talley and other Banking software
  - Excellent communication skills in both Nepali and English.
  - Influencing (cross departmental skill), negotiation abilities.
  - Able to deliver detailed instruction to the relevant teams
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### Job Description

The ideal candidate is expected to:

- Handling all banking transaction and documents
- Reconciliation of bank accounts
- Reconciliation of internal company accounts
- Others as assigned by the supervisor
- Book keeping all business transactions

Salary and other facilities are provided as per Company Policy.

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### Applying Procedure

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

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