



## Assistant Manager- Account & Admin

- **Vacancy for:** 1
- **Posted on:** Feb. 11, 2018
- **Deadline:** Feb. 20, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Accounting / Finance  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Graduate (Masters)  
Experience Required : More than or equal to 5 years

### Other Specification

- Completed Master Degree in commerce (MBS or MBA)
  - More than 5 years in the accounting field
  - Proper knowledge of accounting software i.e. Finpro, Swastik etc. Complete knowledge of Tax, VAT & TDS
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### Job Description

- Managing the daily operations of the accounting department
- Monitoring and analyzing accounting data and produce financial reports or statements
- Establishing and enforcing proper accounting methods, policies, and principles
- Improve systems and procedures and initiate corrective actions
- Annual budget planning & monthly forecasting.
- To provide support to the manager on the day to day operation of all financial information system
- Coordinate and complete annual audits
- Prepare Monthly, Quarterly & Yearly financial statements
- Compute taxes owed and prepare tax and vat return

**Note:** Starting Date 29th Magh 2074

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### Applying Procedure

Apply Link : <https://merojob.com/assistant-manager-account-admin/>

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