



District Finance Coordinator- (One)-based in Sindhupalchowk (until April 2018)

- **Vacancy for:** 1
- **Posted on:** Sept. 14, 2017
- **Deadline:** Oct. 8, 2017, midnight

Job Location: Sindhupalchowk, Nepal

No of Vacancy: 01

Key Responsibilities:

- Ensure effective and efficient resource management and coordinate administrative functions of WVIN District Office in compliance with WV partnership policy and standards, WVIN policy and procedures and special funding requirements
- This role will play a key role in overseeing WVIN financial relationship with partner organizations, as well as having significant delegated responsibility for financial management within the District. S/he will provide expertise and technical support in financial accounting system, support to not- finance staffs to ensure high stewardship and accountability
- This role will require leading on the completion of regular internal financial processes including implementation of new initiatives to improve efficiency in accounting and financial system as well as identify the field level financial risk and work in team to minimize/mitigate the risk to achieve the objectives

Minimum Qualifications and Experience Required:

- Must have a Bachelors Degree in Commerce, Business Studies/Business Administration or Equivalent with 3-4 years of experience in independently handling Finance and Essential accounts preferably in INGO/NGOs or a Masters Degree in Commerce, Business Studies/Business Administration or Equivalent with 2-3 years working experience in development sector is preferred
- Should be well- versed with General Accepted Accounting Principles (GAAP) Experience of working in a computerized accounting environment is required (Sun Systems, Vision XL & Executive, others)
- Must have excellent computer literacy & skill of MS office applications (Word/Excel/PowerPoint)
- Practical knowledge of project budgeting, accounting & reporting
- Able to articulate and communicate ideas well verbally and in writing
- Understanding of World Vision Financial System & procedures
- Demonstrated Mentoring, Orientation & Training Skill
- Good interpersonal, problem-solving & time management skills
- Willingness to work under pressure with tight deadlines and to travel
- This position will be based in NER-District Office. This role requires high degree coordination with other departments and work under pressure with tight deadlines.
- Excellent oral and written English & Nepali
- Ready to take initiatives and willing to work under pressure and exhibit a high level of flexibility
- Hold a high level of integrity and honesty, self-motivated, confident, and able to work independently
- Strategic, creative, collaborative and innovative thinking with decision making and problem-solving skills
- Good understanding of humanitarian Sector

TO APPLY:

Candidates fulfilling the criteria mentioned above may send in their complete 'Curriculum Vitae (CV) with a statement of purpose' on **8 October 2017** before 17:00 hours to the address mentioned below:

World Vision International Nepal
People & Culture Department
Email: NPL-Vacancy@wvi.org

Committed to World Vision Core Values and Mission Statement. (Refer to website: <http://wvi.org/about-world-vision>)

Only short-listed candidates will be called for the subsequent selection procedure. WVIN reserves all rights to qualify/disqualify applications in any case.

OR,

Applying Procedure

Apply Link : <https://merojob.com/district-finance-coordinator-one-based-in-sindhupalchowk-until-april-2018/>

