



Finance Administration

- **Vacancy for:** 2
- **Posted on:** Nov. 26, 2018
- **Deadline:** Dec. 12, 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

Job Specification

Education Level : Graduate (Masters)
Experience Required : More than or equal to 3 years

Other Specification

- Must have completed Master's degree
 - Minimum 3 years experience in the construction field
 - Capable to work under pressure
 - Sound knowledge of income Tax VAT, material procurement, pay rolls
 - Must be capable to check cash balances and cash forecasts (Individuals with experience in the construction field are highly encouraged to apply)
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Job Description

- Responsible of general daily administration including logistics activities, purchase, negotiation with vendors, distribution of supplies
- Purchase, receive and store the office supplies ensuring that basic supplies are maintained
- Reviews files and records to answer requests for information
- Implements and maintains office systems. Maintains schedules and calendars
- Coordinates the flow of information both internally and externally
- Fund utilization reporting to the fund sources
- Manage the day to day finance administration for the organization, including, but not limited to, processing invoices, coordinating payment runs, and running monthly reports
- Keep the accounting system up to date, entering all financial information accurately

Applying Procedure:

Interested Candidates may submit their updated CV with recent PP size photograph to following email address ntwpsr@gmail.com within **15 days**.

OR,

Applying Procedure

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

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