



Finance Assistant

- **Vacancy for:** 1
- **Posted on:** Nov. 5, 2018
- **Deadline:** Nov. 20, 2018, 5 p.m.

No. of Vacancy: 1

Employment Type: Full Time

Job Location: Kathmandu

Education level:

- Must have +2 or proficiency certificate. Candidate from finance background are preferred

Experience required:

- Must have at least 1 year of work experience in working directly in finance department

Job Description:

Finance Assistant is responsible for running the day-to-day finance and accounting for SPN, ensuring timely preparation of voucher for payment, petty cash handling and banking transactions. S/He is also responsible to assist in maintaining book of account, vouchers, ledgers, cash book & assist in keeping store inventory and office logistic management.

Applying Procedure

For detailed Job descriptions for above positions, please visit <http://www.mariestopes.org.np/en/about-us/vacancy> or click [here](#)

Suitable candidates meeting the above criteria are requested to send their CV and covering letter to MSNPRcruitment@mariestopes.org.np by **November 20, 2018, 5:00 PM**. Only shortlisted candidates will be invited for further selection process.

SPN reserves all rights to qualify/disqualify applications in any case. SPN accepts applications from Nepalese citizens only and encourage women, natives of the respective districts, people of ethnic minorities and Dalits to apply.

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