



## Finance Manager- (One) based in National Office, Lalitpur

- **Vacancy for:** 1
- **Posted on:** Jan. 10, 2018
- **Deadline:** Jan. 24, 2018, 11:55 p.m.

**No. of Vacancies: 01**

**Job Location:** National Office, Lalitpur

### **Key Responsibilities:**

- The Finance Manager will provide overall leadership, oversight and management support for all aspects of financial management
- This position is seen as a strategic partner, with a focus on ensuring accountability, stewardship, coordinating, planning and budgeting processes, providing accurate financial data, analysis and advice, as well as developing financial strategy that best serves the National Office strategic and programme objectives
- He/She will be responsible for the Finance staff capacity strengthening, the development and implementation of good internal controls, risk management, and utilisation and safeguarding of assets according to WVIN approved policies and procedures

### **Minimum Qualifications and Experience required:**

- Bachelor's Degree with more than 7 years of experience in Accounting, Finance or Business Administration or a related field
- A Master's degree in development sector with 5-7 years' experience in INGO preferably in a Senior Management role in the related field
- Certified Public Accountant is preferred
- Ability to develop systems and policy to support management, office facilities, administration and information technology
- Knowledge and understanding of laws related to Taxation, Public Donation, Building Code and local regulations on properties, Investments and Banking
- Strong knowledge on financial & office administration services
- Must have analytical skills in balancing income and expenditures, wise allocation and distribution of resources based on partnership standards, and investments to effectively manage the financial sustainability of the organization
- Experience in Grant management is a must
- Must have excellent computer literacy & skill of MS office applications (Word/Excel/PowerPoint)
- Good interpersonal, problem solving & time management skills
- Willingness to work under pressure with tight deadlines
- Excellent oral and written English & Nepali
- This role will be required to travel abroad and across the country
- 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
- Committed to World Vision Core Values and Mission Statement
- Please refer to website for details: <http://wvi.org/about-world-vision>

***\*Due to the urgency of the position, preference will be given to early applicants.\****

### **TO APPLY:**

Candidates fulfilling the criteria mentioned above may send in their complete 'Curriculum Vitae (CV) with a statement of purpose' by **24 January 2018 before 17:00 hours** to the address mentioned below:

World Vision International Nepal

People & Culture Department

Email: NPL-[Vacancy@wvi.org](mailto:Vacancy@wvi.org)

*Only short-listed candidates will be called for the subsequent selection procedure.*

**WVIN reserves all rights to qualify/disqualify applications in any case.**

**Applying Procedure**

Apply Link : <https://merojob.com/finance-manager-one-based-in-national-office-lalitpur/>

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