



Finance Officer

- **Vacancy for:** 1
- **Posted on:** Sept. 20, 2018
- **Deadline:** Oct. 5, 2018, 11:55 p.m.

Purpose: The position holder is responsible to review and ensure all the supporting documents in accordance with Plan International Nepal Operational Manual, policies and procedure designed by management, and Income tax act of Government of Nepal. S/he will be responsible to prepare vouchers correctly in line with Plan accounting code ensuring correct and complete documents in compliance with Internal control system and segregation of duties.

Term and Location: Fixed term employment for 3 years based in Country Office, Lalitpur

Required qualifications & experiences:

- Bachelor's Degree in Accountancy, Financial Management, or relevant field.
- At least 3 years of work experience in the area of accounting or financial management.
- Knowledge of Book keeping.
- Proficiency in computer and use of office applications.
- Knowledge of income tax Act and VAT – relating to TDS and remuneration tax, tax return file.
- Good Communication skills.
- Analytical and problem solving.
- Ability to work in a multidisciplinary and multicultural environment
- Ability to work independently, take initiative, prioritize and plan
- Ability to work under pressure.
- Working knowledge on written and spoken English.

Key Responsibilities:

- Ensure correct payment system in compliance with organisation policies, procedures, Income Tax Act/Rule, VAT Act/Rule
- Ensure 100% accuracy in account code lines.
- Book all the receivables and payables correctly in SAP ensuring proper documentation
- Ensure full compliance with income Tax act
- Deposit monthly TDS Cheque in Inland Revenue Office in correct revenue head, load statements in ETDS portal ensuring correct PAN and Name and verify them within 9th of following month
- Ensure full compliance on online banking system particularly straight2bank (S2B)
- Post ERP/ SAP invoices correctly with correct charging lines, text and relevant information
- Book accrual and prepayments on time in correct charging lines ensuring proper documentation
- Ensure all the receivable and payable accounts are reconciled every week and clear on timely basis
- Reconcile and book/process intercompany recharges in ERP system / SAP correctly
- Maintenance of subsidiary accounting records of accruals and prepayments
- Manage fund by processing fortnightly fund request, transferring fund from FC to NPR accounts and ensure CO and FOs have enough fund balance all the time for payments
- Process intercompany recharge forms for approval on time, reconcile and book intercompany recharges immediately upon receiving
- Assist and support in month end, quarter end and year end reports preparation
- Provide support in annual budget preparation and Audit and Evaluation

Applying Procedure

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