Finance Officer

- **Vacancy for:** 1
- **Posted on:** Dec. 13, 2018
- **Deadline:** Dec. 27, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Accounting / Finance > Book keeping, Financial Control, Financial planning/ advising, Internal audit, Tax accounting
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Jhamsikhel, Sanepa, Lalitpur Jhamsikhel, Patan, Central Development Region, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level	: Graduate (Masters)
Experience Required	: More than or equal to 2 years
Professional Skill Required	: Proficient In Using Erp, Proficient In Ms Office And Google Applications, Knowledge Of Nepal'S Taxation System

Job Description

- Overseas purchasing in coordination with Head of Finance
- Create invoices for funding claims and school supplied services
- Assist the Business Manager in the review of performance against budgets and plans, identifying variations and producing reports and analysis as required
- Work Closely with Human Resource Manager in negotiating house rental contracts including taxation and maintaining contract of the expatriate staff
- Flight booking for staff travel liaising with HR Manager and Business Manager

Payroll Processing:

- Prepare information for processing by the school's payroll provider in accordance within agreed timescales, including contract variations, adjustments, starters/leavers, absence/leave deductions.
- Assist the Business Manager in dealing with payroll related queries such as pensions, insurance and tax.
- Disbursement of salaries to the entire staff of the school

For complete Job Description and Person Specification please visit our website **LINK HERE**

Applying Procedure

Please submit a letter of application and a completed application form available on request by **Monday, 27th December 2018.** Please send your CV and an Application letter at **recruitment@tbs.edu.np** a**l**ong with TBS Application Form which is available on our school's website along with other information **http://www.tbskathmandu.org/**

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