



Finance Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** March 3, 2016, midnight

Basic Job Information

Job Category : Accounting / Finance
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

Experience Required : Not Required

Other Specification

- 2 years professional accounting experience
 - Good computer knowledge
 - Rigour
 - Tenacity
 - Good organizer
 - Sense of confidentiality
 - A strong team player with good inter-personal skills.
 - Ability to work under pressure
 - Ability to set and manage priorities
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Job Description

- Check the accounting and manage cash According to ACF procedures:
- Receive and check the eligibility of invoices submitted for payment (compliance with purchase voucher, required information) ;
- Check accounting document information, including consistency between vouchers and cash books, physical counting and balances ;
- Check the electronic accounting consistency : accounting codes, project codes, budget lines, titles ;
- Check and correct accounting voucher submissions (translation, numbering, layout) ;
- Handle petty cash, close the cash account every month : physical counting, check supporting documents ;
- Prepare the monthly cash forecast;
- Follow up on loans, salary advance and reimbursement of medical expenses, etc.

Enter the accounting data in the software:

- Provide the electronic file to the Administrator for importing and checking the accounting
- Check with the HR department that the personnel database is complete and validated.

File the invoices of the mission:

- Keep all the finance document up to date as per organization policy

Take part in the teams' accounting training:

- Identify technical problems encountered
- Organize accounting training if required.

Contract Type : Fixed Term Contract
Contract Duration : 9 Months

Gross Salary per month : NRs. 54,000+
Duty Station : Kathmandu

VACANCY REF: ACFADMKTMFO

TO APPLY:

Interested Nepali applicants with suitable skills are requested to submit an application letter, updated CV with two referees through email: recruitment@np.missions-acf.org by 3rd March 2016. The Vacancy Reference must be mentioned in the subject otherwise the application will be disqualified. Only shortlisted candidates will be contacted for further process. Applications will proceed as soon as we receive. ACF Nepal reserves the right to reject any or all applicants and ACF provides equal opportunities for all candidates. Telephone enquiries will not be entertained.

Applying Procedure

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