



## Finance Officer / Accountant

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** June 22, 2015, midnight

### Basic Job Information

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

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### Job Specification

Education Level : Graduate (Masters)  
Experience Required : Not Required

### Other Specification

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### Job Description

The Finance Officer/Accountant discharges his/her assignments under the guidance of the Chief of Party and the Finance and Administration Manager. S/he is responsible for preparing financial reports, tracking payments, supervising petty cash disbursements, analyzing expenditure and income, and maintaining financial accounts.

### The ideal candidate will meet the following requirements:

- Accountancy certificate from a recognized professional association
- At least three years of experience working in accounting/financial management for USAID or a USAID implementing partner developing and managing financial and procurement system
- Excellent organizational, oral and written communication skills in English
- Excellent Finance, Accounting and Management analytical and problem solving skills
- Proficiency with spreadsheet, word processing, and financial accounting database applications
- Ability to work as an integral part of a professional team, set priorities and handle a high volume of activities

### TO APPLY,

Interested candidates for both the positions are encouraged to apply with application and updated CV to [vacancynep01@gmail.com](mailto:vacancynep01@gmail.com) by CoB on June 22, 2015. Please include a list of three references with contact points (Cell and Email). Female candidates are encouraged to apply.

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/finance-officer-accountant/>

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