



Finance Officer - One

- **Vacancy for:** 1
- **Posted on:** March 20, 2018
- **Deadline:** April 3, 2018, 11:55 p.m.

Job Location: Kathmandu

No. of Vacancy: 01

Responsible For:

The Finance Officer is responsible for managing overall financial activities of the project. Besides ensuring timely financial disbursements, expenses compliances, the position holder is also responsible for preparing complete and accurate financial reports in a timely manner.

Minimum Requirement:

- Bachelor's Degree in Management with Finance/ Accounting as specialization.
- Minimum of 3 years of relevant experience preferably in managing finances in the development sector

Key Responsibilities

- Manage all day to day finance department activities on priority basis, Review & monitor timely, accurate payment to all vendors, staff salaries and all staff/vendors advances
- In consultation with Sr. Finance Manager, Prepare a monthly financial report for submission to the SPN management
- Review all project expenses compliances in consultation with related project managers and make necessary arrangement of adequate back-up system of documentation and report to immediate supervisor for any inconsistencies
- Produce accurate, complete, and timely expense reports for submission to MSI London, donors, and other related stakeholders
- Preparation of monthly Bank Reconciliation Statements, monthly balance sheet items reconciliations in SUN6

Applying Procedure

For detail Job descriptions for above positions, please visit <http://www.mariestopes.org.np/en/about-us/vacancy>

Suitable candidates meeting the above criteria are requested to send their CV and covering letter to MSNPRcruitment@mariestopes.org.np by **April 3, 2018, 5:00 PM**. Only shortlisted candidates will be invited for the further selection process.

SPN reserves all rights to qualify/disqualify applications in any case. SPN accepts applications from Nepalese citizens only and encourage women, natives of the respective districts, people of ethnic minorities and Dalits to apply.

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