



## Junior Officer/ Assistant- Finance

- **Vacancy for:** 1
- **Posted on:** June 8, 2018
- **Deadline:** June 20, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Accounting / Finance
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Site based Taplejung and Head office based Kathmandu
Offered Salary	: Negotiable

### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than 2 years

### Other Specification

- Bachelors in Management from recognized university with major in Account or Finance
- Two years' experience in Account/ Finance as Junior Officer or equivalent.
- Fluent in verbal and written Nepali and English languages
- Good typing skill in Nepali and English
- Should be able to work under pressure and must be team player
- Age not exceeding 30 years
- Fresher are also encouraged to apply

### Job Description

- The candidate will be responsible for book keeping, accounting, and Maintain day to day account under the supervision of Senior Officer
- To maintain accurate records of purchases and pricing
- To ensure that the materials purchased are properly and efficiently utilized
- To ensure that optimal amount of inventory is maintained
- To remain informed about current developments in the field of purchasing prices, market conditions and new products
- To carry out accounts related activities as per the supervision of senior management

### Applying Procedure:

Application with recent CV and photo should be dropped at Sanima Hydro, Head Office, Dhumbarahi, Kathmandu or sent via email at [hr@sanimahydro.com](mailto:hr@sanimahydro.com) not later than **18:00 hrs, 30th Jestha, 2075**.

*Please clearly specify the position and location applied for in cover letter. Only shortlisted candidates will be called for further selection process. Sanima Hydro reserves the right to accept and reject any application, without assigning any reason whatsoever. The decision of Sanima Hydro in this regard shall be final and binding to the applicants. Canvassing at any stage of the process shall lead to automatic disqualification.*

**OR,**

### Applying Procedure

Apply Link : <https://merojob.com/junior-officer-assistant-finance-few/>

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