



## Purchase and Account Officer

- **Vacancy for:** 1
- **Posted on:** May 23, 2018
- **Deadline:** May 31, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Commercial / Logistics / Supply Chain > Purchase/ Procurement  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location :  
Offered Salary : NRs. 25,000.00 Monthly

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### Job Specification

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

### Other Specification

- At least 2 years of experience in the field of accounting and/or finance
  - Preference will be given to CA from ICAN/ICAI
  - Good mathematical and calculation skills
  - Good analytical skill to solve problems
  - Good interpersonal skills for dealing with people from banks and government offices
  - Good knowledge of Generally Accepted Accounting Principles
  - Good knowledge of accounting such as journal, ledger, reconciliation, keeping voucher and financial statements
  - Good knowledge of finance such as cash flow, capital budgeting, ratio analysis etc
  - Good knowledge of VAT & TDS
  - Sound knowledge on banking procedures and insurance
  - Sound knowledge of MS Office and Internet
  - Proficient in using Swastik gold software, Knowledge on ERP system
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### Job Description

- Coordinate with Sales Team for maintaining and preparing finished goods orders to suppliers
- Coordinate with service Team for maintaining preparing spare parts orders to suppliers
- Coordinate with suppliers for order preparation and logistics for transport
- Coordinate with forwarders and transporters for goods pickup and delivery
- Assist in finished goods and spare parts counting and maintenance when needed
- Corresponding and carrying out all the paper works related to bank and insurance
- Calculating LC charge and comparing it with actual charge made by bank
- Any differences to standards must be immediately reconciled and get approved by director

### Import, Export Related:

- Corresponding and carrying out all the paper works related to Bank, Insurance, Customs, CCU, Clearing Agents, etc. for Import and Export of Goods
- Carrying out work related to clearing and transportation along with bills and payment
- Arrangement for transportation of goods to ensure safe transportation
- Negotiating rates with insurance companies to reduce premiums
- Negotiating rates with transportation companies and keeping a log of the same
- Maintaining stock declaration of insurance files of all the companies and performing regular reconciliation for excess premiums
- Ensure time renewals of all Insurance Policies
- Assist in handling all Insurance Claims from start to finish
- Preparing excel file for all foreign currency positions and giving to concerned MD from time to time.

- Travel outside of office for Bank / LC work
  - Carrying out work related to clearing and transportation along with bills and payment
  - Electronic and/or manual correspondence with suppliers and customers
  - Assist in account activity and participate in account department work.
  - Performing secretarial works as per requirement
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### **Applying Procedure**

Apply Link : <https://merojob.com/purchase-and-account-officer-4/>

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