



Senior Accountant

- **Vacancy for:** 1
- **Posted on:** Oct. 26, 2018
- **Deadline:** Nov. 28, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Accounting / Finance
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 5 years

Other Specification

- Must have completed Bachelor's degree in management (B Com, BBS, BBA etc.)
 - Must have minimum experience of 5-7 years
 - Good knowledge of accounting such as journal, ledger, reconciliation, keeping voucher and financial statement
 - Good knowledge of finance such as cash flow, capital budgeting, ratio analysis etc
 - Good knowledge of VAT, tax, production management and government policies
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Job Description

- Maintain and monitor daily books of account
 - Prepare monthly cash flow statement and forecast of revenue
 - Project planning of existing projects and prepare the financial proposal of upcoming projects/opportunities
 - Liaise with corporate office (Australia) and other branch offices over division and region for financial and accounting issues and outcomes
 - Attained monthly Debtor and WIP meeting with corporate (Australia), Divisional and regional office Finance and Account team
 - Prepare and send a monthly progress report to Corporate and other Branch offices over region and division and discuss problems and outcomes of the same with team
 - Timely visiting project offices and provide generally accepted accounting standard/principles to maintain books of accounts to the project accountants, follow-up with Client for monthly payments.
 - Monthly performance review meeting with finance and accounting team of Nepal projects and guide to sort out the problems and difficulties if needed
 - Responsible for Tax and VAT issues (PIT, CIT and all)
 - Prepare and review yearly financial statement, check and ensure all the compliances are being followed up as per the accounting standards
 - Help and assist with internal and external auditors for audit of SMEC Nepal operation
 - Closely monitor tax related issues (local and international taxation) and solve the same by following provision of taxation
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Applying Procedure

Qualified candidates are requested to submit their updated resume, clearly mentioning for the post of at nepal@smec.com not later than 30 days from the date of publication.

Only candidates who are under serious consideration will be communicated for the further selection process.

The company reserves the right to accept/reject any or all applications without assigning any reason whatsoever.

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