

Position: Account Officer**Location (base):** Gaidakot, Nepal**Report to:** Senior Finance Officer**Period:** TBC (to be determined by the quality of candidate)**No of Opening: 1****Job Summary**

Account Officer will work within the administration and financial team. As part of the financial duties, s/he will be responsible for day-to-day accounting transactions including petty cash, book keeping and cash accounts. S/he will prepare payment and receipt vouchers. As part of the logistics duties s/he will be responsible for arranging official travels, maintaining and updating inventory lists and any ad-hoc logistical tasks. S/he will perform all tasks and responsibilities as per SAHAMATI internal control procedures and procurement guidelines.

Duties and Responsibilities**Finance**

- Ensure all financial transactions is carried out and recorded in accordance with SAHAMATI policies.
- Operate the designated accounting software for all financial transactions
- Maintain book of account as per double entry book keeping system in cash basis accounting.
- Manage petty cash
- Conduct cash and bank reconciliation.
- Handle cheques and make payment to vendors.
- Ensure and check documentations before making payments.
- Support the line manager in financial reporting and budget preparation
- Support the line manager in conducting audits
- Tax entry and deposit.
- Visit Banks, Tax office, Metropolitan city office, SWC office and suppliers as per need.

Administration and Logistics

- Maintain documentation and filing of financial and administrative documents.
- Support procurement process as per the organizational policies.
- Maintain logistics and stock book.
- Support on maintaining inventory of consumable goods and fixed assets
- Prepare inventory report of consumable goods and physical verification report of fixed assets.
- Support on maintaining roster for vendor/consultants.

Knowledge, Skills and Abilities

- Strong Knowledge of financial management regulations and principles
- Familiar with NGO administration and operation is preferred.
- Knowledge of logistics and procurements system.
- Strong command in using accounting software and Microsoft Excel.
- Good interpersonal skill.
- Willing to filed travel within the country when work demands
- Able to take initiation, multi-tasking and willingness working under pressure to meet deadlines.
- Two wheelers licenses holder with prefect driving skill .

Qualifications and Experience

- Bachelor Degree in Business Administration, Business Studies or equivalent.
- Minimum experience of two years in a similar position in similar field.
- Experience in handling accounting software such as any Software

Application Submission Process

Interested applications should send their CV (2 pages) and a cover letter. The letter should explain why the person is interested in the position and detail out relevant achievements. The applicant must explicitly mention the position s/he is applying for in the subject line of the letter. Only successful candidates will be contacted for the next round of recruitment. Telephone enquires shall not be entrained.

Women and local candidate are encouraged to apply.

Please send the application in the email address- vacancy@sahamati.org by **27th January 2023 (13thMagh 2079)**