

VACANCY ANNOUNCEMENT

(Advertisement)

Nepal Water for Health (NEWAH)

NEWAH, a non-governmental organization (NGO) working in the WASH sector since 1992, seeks applications from all interested and competent candidates for the job positions as per the details below.

I. Job Position & Location: Account Assistant - Province Office, Sindhuli

Minimum Qualification/Experience

- Minimum Intermediate/Higher Secondary in Commerce with at least one year of experience in accounting and finance sector of development projects.

To Apply:

Eligible and Qualified candidates are requested to send CV, Cover Letter, Citizenship Photocopy, Passport Size Photo and Certificate of Degree Completion to newah@newah.org.np The applicant needs to apply not later than **17:00 Hrs. April 16, 2023 (Baishak 03, 2080)**. Detail Job Description can be downloaded from www.newah.org.np/notice

The organization reserves the right to reject any/all applications without assigning any reasons whatsoever.

Female and candidates from discriminated group are highly encouraged to apply. Only shortlisted candidates will be contacted for the further selection process (es).

Nepal Water for Health

Job Description for Account Assistant

Account Assistant

The Account Assistant is responsible for providing support to the Financial Accountant and general accounting assistance to staff within the Provincial Finance Section. The Account Assistant will be required to assist in the wide range of functions with an emphasis on assisting with the processes which contribute to goal of maintaining accurate and reliable accounts in province and field level.

This is a role that requires a highly capable, self-motivated person with the willingness required to acquire the knowledge, experience and skills.

Reports to: Finance Coordinator

Location: Sindhuli, Nepal

Key responsibilities

- Maintain, Update and Reconcile Bank Accounts
- Relieve accounts payable
- Process monthly journals and manage the month end process to ensure that reporting deadlines are adhered to
- Assist to update CIT, PF, Tax file and other accounting works
- Assist the Finance Officer/Finance Manager with the preparation of Monthly, Quarterly and Annually Financial Statements and other statutory accounts
- Assist the Finance Officer/Finance Manager in the preparation of budget, forecast and conduct variance analysis
- Frequent field visit to support field staffs

Minimum Requirements:

- Higher Secondary/Intermediate pass in commerce with a minimum one year of relevant work experience
- High level numeracy and reconciliation skills, with demonstrated high attention to detail and accuracy with figures
- Knowledge of FAMAS Accounting Software is a plus point
- Knowledge of financial service processes including payroll, accounts payable, bank reconciliations and general ledger reconciliations is preferable
- Knowledge of Microsoft product such as MS Excel
- Ability to use initiative, set priorities and meet deadlines
- Excellent communication skills written and verbal
- Demonstrated ability to meet month end closing and statutory deadlines is desirable
- Excellent interpersonal relationship

Probation Period: Six Months

- **Salary and Benefits:**
As per organization rule.