

Job Description – Senior Account Officer

Designation:	Senior Account Officer (Female Only)
Base Location:	Kathmandu Office, with possibility of visits to project areas
Reporting to:	Director and parallel reports to related project leader
Contract Duration:	One year contract with possibility of extension, subject to funding
Starting Date:	Preferably, As soon as possible
Salary:	As per organization's rules and regulation

Project Background:

Samunnat Nepal is a national level non-government organisation working in different districts. The project focused on strengthen non-formal education (NFE) solutions for out-of-school adolescents, ensuring they have access to quality learning opportunities and are able to transition back to formal education or enter the workforce.

Job Summary

The overall goal of this job is to ensure that Samunnat Nepal is fully compliant with Nepal's not for profit accounting standards and government regulations. The Senior Account Officer will ensure effective financial management for Samunnat Nepal by overseeing its finance and administrative department. The key responsibilities include:

- Responsible for preparation of annual and project budgets in consultation with Director and program team
- Ensure execution of funds allocation for program activities and administration as planned and budget
- Facilitate to implement Human Resource and Financial policies of Samunnat Nepal
- Establish and maintain financial control of organization
- Facilitate procurement process
- Day to day vouchers and supporting documents check and verify including proper recording of computerized accounting financial system
- Prepare general ledgers, trail balance, income statement and balance sheet
- Submit periodic reports to donors and concerned agencies in given format in timely
- Comply with income taxes, VAT and other legal requirement related to NGO management
- Facilitate to International and external audits
- Prepare contracts, purchase orders and other official letters documents as per need and ensure to maintain up to date
- Ensure timely payment of salaries, fund for partner organisations as well as vendors
- Respond to financial queries about the organization as well as project.
- Coordination and communication with project staff, field staff and partner organizations related to the financial transactions.
- To carry out field visit and monitoring visit s to ensure the effective use of funds.

- Other tasks assigned by the Supervisor

Qualification:

Bachelor's Degree or preferable master's degree in Business Administration or Business Studies with a specialization in Finance or Accounting from a recognized University.

Experience/Competencies for this position:

- At least 3 years of relevant experience in I/NGOs.
- Strong knowledge and experience in finance, administration, and auditing process.
- Experience in FAMAS software is essential.
- Experience in Financial management in I/NGOs preferred.
- Strong knowledge of accounting principles, procedures, and taxation.
- Proficiency in various computer applications, including MS Word, Excel, PowerPoint, email, etc.
- Ability to work under pressure and meet tight deadlines.
- Adaptability to challenging work environments.
- Excellent written and verbal communication skills in both English and Nepali.
- High levels of integrity, honesty, and trustworthiness.
- Ability to ride a scooter or motorcycle with a valid license (preferable if she has own vehicle).

SN is an equal opportunity employer, qualified women, people with disability (women), and women from disadvantaged communities are strongly encouraged to apply.

To Apply:

Interested candidates are requested to submit their CV and a cover letter outlining their relevant experience and motivation for applying to jobvacancyinsn@gmail.com by **24th October 2024**. Application will be reviewed on rolling basis so; earlier application is encouraged.

Note: Only shortlisted candidates will be contacted for further selection process

This is a sample job description and can be further tailored to the specific needs of the project and organization.