

Federation of Drinking Water and Sanitation Users Nepal (FEDWASUN)

JD of Account Assistant

Duty Station:

FEDWASUN Head Office, Kathmandu with visit to the program districts, if required

Responsibilities

The Account Assistant is a professional member of the Finance and Admin team and contributes to the Finance Officer for long and short-term planning, design and implementation of financial activities. S/He will be responsible for maintaining day to day operation of account related activities of the project.

Required Competencies

- Experience in accounting and administration with a Civil society/Developmental Organizations/Program
- Good Knowledge in financial management
- Familiar with office administration and management
- Experience in financial reporting
- Knowledge about taxation and statutory requirement of the country
- Knowledge of personal management and practice.
- Good computer skills in MS Word, Excel, Power point with English and Nepali typing and good IT and accounting software knowledge

Qualifications and Experiences

Proficiency Certificate level or equivalent in Accounting, Finance or related field, work experience in Civil Society or development organization in the similar post.

Detail JD

- Collection of the regular reports, bills, invoices and supporting and updates from the program districts
- Support and provide information to district chapters in terms of accounting t
- Manage the day to day financial documents and reports of the project and take prompt action
- Preparation of Journal Vouchers, Billings and Other day to day accounting activities
- Maintain Cash and Bank Accounts, Payables and Other Advances as per the organizational norms and values
- Prepare Financial report of the project and submit and forward it to the concerned authorities
- Prepare timely payment schedule and forward to concerned authorities
- Preparation of Bank Reconciliation Statements and Timely entries into ledgers
- Follow the deadline set and work accordingly
- Support in organizational activities apart from the project as and when required