

WOREC

Job Description

Job Title: Finance Assistant	Department: Finance Department
Reporting To: Finance Coordinator	Location: Balkumari, Kathmandu Office
<p>Brief Position Description: Founded in 1991, Women’s Rehabilitation Centre (WOREC) is a national level leading NGO working in Nepal from local to global level with feminist values to support and bridge collective actions for women rights and feminist movement. Together with collaborators from a diverse range of feminist human rights movements and networks, WOREC works to advance the rights of women in diversity. WOREC advocates for affirmative structural and social changes influencing national and international actors. WOREC works for the protection and promotion of women's human rights and social justice with the campaigns against violence against women, and women's economic, social and cultural rights. WOREC is active nation-wide by its presence with central office in Lalitpur, provincial and district offices in 6 provinces. WOREC is currently looking for candidates to fulfill the following position. Account Assistant will play key role in the financial operations of the WOREC Balkumari, Lalitpur by undertaking general finance, administration and procurement tasks under the guidance and direction of the Finance Department.</p>	
<p>Job Description:</p> <ul style="list-style-type: none">• Maintain proper books of accounts and ensure proper documentations.• Ensure compliance with projects and organizational policies and procedures.• Prepare monthly, quarterly, yearly financial reports and submit it to the concerned department on time.• Maintain inventories record, fixed assets and all bank transactions; cross-verify/ perform physical verification from time to time.• Prepare monthly bank reconciliation statements, handle petty cash transaction• Prepare, revise and submit the budget, financial statement and report as required and Coordinate with Program Department to prepare the budget for the program.• Effectively communicate with District Coordinator, District Project Officer and Finance/Admin. Coordinator/Manager regarding contract documents, change orders and other contract modifications, approvals, and any additional services-related to billing.• Maintain the updated personal files, time sheet and leave record of employees.• Assist line manager in running the program activities by providing financial planning as requested and needed.• Make timely payment of all vendors, regular utilities and communication charges to the concerned parties on time to avoid fine/ penalty charges.	

- Co-ordinate with stakeholders and local donors in financial matters at branch level.
- Deposit withheld taxes on each month to local tax authorities.
- Provide support and cooperation to the central office account and finance team during internal and external audits and support in preparing and providing all supporting documents as required.
- Procure Goods and Services as per administration policy.
- Perform the task as assigned by the line manager.

Qualifications:

- Bachelor's Degree in business administration or business management or related field with at least two year experience in same position.
- Must possess excellent accounting knowledge, knowledge about tax, VAT and other tax provisions, thorough with GoN rules and regulations,
- Good understanding of programs and program budget, possess reporting skills, knowledge and practice of accounting software packages and preference with acknowledge of "ERP Tally"
- Ability to manage, prioritize and complete numerous tasks.
- Ability to work effectively under pressure, maintain confidentiality with sensitive data and information
- Ability to establish good working environment and lead the team.

Applying Procedures

Qualified candidates may send cover letter detailing their experience and motivation for the current position with an updated CV to **vacancy@worecnepal.org** by **31st July, 2023**. Please mention **your name and the applying position** in the subject line of your CV and Cover letter.

Only the shortlisted candidates meeting the criteria will be called for written test and interview. No telephone calls will be entertained.

WOREC Nepal encourages women and candidates from Dalit/Janjati and sexual minority to apply. For details visit: <http://worecnepal.org/career>.