

NTTP Institute

POSITION DESCRIPTION

TITLE: Finance & Admin Associate

Location: Kathmandu

Duration: One year, subject to availability of fund

1. SUMMARY OF JOB ACCOUNTABILITIES

Manage QuickBooks Accounting System and other financial record keeping, ensuring compliance to the policy and procedures of the NTTP Institute that meets the international standards of generally accepted accounting principles and practices. Manage financial requirement and operating cash flow of the institute, and its programs. Monitor financial management of the Institute. Provide efficient financial management support to ensure effective functioning of the Institute.

2. REQUIREMENTS

Education and Experience

Bachelor's degree in management, commerce, or accounting and at least two years of accounting experience, preferably with an international development organization or a larger national NGO.

Other competencies

Advanced computer skills, especially familiarity with MS Word and Excel. Experience of Quick-books accounting package or other relevant accounting software. A good understanding of the internal checks and control procedures. Good interpersonal, and written and verbal communication skills. Ability to work independently.

3. JOB FUNCTIONS

- Manage QuickBooks Accounting System and ensure timely submission of reports to the ED and the Executive Committee.
- Manage receipts of funds into the Institute's account and update the ED regularly.
- Assist Executive Director in preparing and monitoring operating and program budgets.
- Analyze cash flow requirements and manage cash flow.
- Communicate with international partners on funds request, banking, and payment issues.
- Prepare payment vouchers and checks for payments.
- Prepare monthly payroll and related reports. Keep track of all staff benefits and allowances.
- Prepare CIT statements and arrange CIT payments for local staff as appropriate.
- Prepare tax reports and arrange transfer of funds to the Department of Taxation. Monitor tax policy and guidelines, and keep senior management up-to-date on tax issues.

- Review letters of contract, L/As, and amending L/As, ensuring accuracy of financial figures and tax implications.
- Ensure timely submission of financial reports, including preparation of monthly, semi-annual, and annual financial reports.
- Review staff travel expenditure reports.
- Arrange audits or financial reviews, internal and external, of all funds requiring such actions. Prepare audit/review schedule in consultation with the Executive Director; assist in selecting auditors, and ensure timely implementation of audit recommendations.
- Follow-up on audit recommendations under the supervision of ED and in consultation with the Board.
- Any other task assigned by the ED.

The application deadline is COB **15th January 2020**. Applications should be submitted electronically to the Human Resource Department at contact@nttpinstitute.org.np. The application package should include a cover letter and curriculum vitae.

The Institute reserves the right to reject any candidate without giving any reason whatsoever. NTTP-I is an equal opportunity employer and encourages applications from the traditionally excluded communities including women.