

## JOB DESCRIPTION: ACCOUNTANT INTERN

**Tenure of Position:** maximum 1.5 years

**Duty Station:** Project Support Unit

**Accountable to:** Chief Technical Advisor / Chief Administrative & Account Officer (CAAO)

**Academic Qualification:** Bachelor level education in Management (BBS, BBA & B.com) or equivalent with accounts specific courses; *intern position hence, does not need to be completed*

### Professional Experiences

- For 'Accountant Intern': not expected

### Other Skills

- Working knowledge in basic computer package
- Good speaking and writing skills in Nepali and English

### Responsibilities – all under direct supervision of CAAO:

- Maintain proper financial discipline within the Accounts section
- Day to day financial management in the Accounts section
- Make payment for the approved procurement
- Ensure the necessary documents for processing payment
- Make payments for the house and office rents and other bills
- Process vouchers, proper coding, checking the calculation and entering vouchers in Excel book keeping.
- Coordination with the District Offices and KTM Office for sending TA funds and collecting invoices
- Collect bank statements and preparation of bank reconciliation statements of each month
- Assist CAAO to close the Project Book-Keeping at the end of the month
- Prepare payment records as requested

### Others

- Any other tasks assigned by the Management to achieve goal and objectives of Project relevant to his/her competency
- Maintain confidentiality

Job Description dated: 07/09/2017