

JOB DESCRIPTION

Title	Chief Administrative and Account Officer
Recruitment	National
Duty station	PSU/Pokhara
Period	5 years, 10.5 months a year
Academic qualifications	✓ MSc degree in Accounting, Financial Management, Business Administration or any other relevant discipline
Professional experience	✓ Minimum 5 years of relevant experience ✓ Extensive experience of financial management and administration of large scale donor funded programmes ✓ Experience in financial management systems of the Government of Nepal
Other skills	✓ Fluency in written and spoken English and Nepali. ✓ Good communication and report writing skills in both English and Nepali
Duties	✓ Maintenance of office facility and equipment; handling insurance of office property, vehicles and personnel ✓ Be responsible for the personnel management of the support staff ✓ Prepare monthly, biannual and annual financial reports. ✓ Follow up the accounts of the Districts with respect to the approved budget and funds sent. ✓ Follow up the TA Consultant bank account and prepare monthly bank reconciliation reports ✓ Ensure that the payments made are supported by the necessary documents. ✓ Update and prepare administration, procurement, property management and accounting documents and formats to be used in the project. ✓ Be responsible for the deduction, calculation and payments of all taxes promptly ✓ Prepare the financial report on project accounting for PSU ✓ Prepare monthly expenditure report for cost monitoring ✓ Keep all the cash account, ledger, register and petty cash account according to the prescribed manner ✓ Provide training on the financial aspects of the project to other PSU and district staff ✓ Any other duties as assigned by the supervisor