

# **SEBAC – Nepal, Achham**

ROJGARI - Raising Opportunities for Jobs in Gramin Areas for Rural Incomes

## **JOB DESCRIPTION OF Project Accountant (PA)**

### **Purpose of the job:**

To provide financial and administrative support in order to effective and efficient management and implementation of activities of ROJGARI project. S/he will be responsible in ensuring adequate support is present for the programme team to design and implement project strategies and activities as stated in the project document and the agreement with Practical Action Nepal whilst being consistent with the administrative and financial rules in practice with SEBAC – Nepal.

### **Specific Duties and Responsibilities**

#### **1. Account/Finance Area**

- account the financial date into FAMAS accounting software as provided by Practical Action
- collect invoices/bills and make payment ensuring the prevailing financial rules and regulations of SEBAC Nepal and as per the MOU and guidelines agreed with Practical Action
- keep financial documents and records to meet the organisational and project requirements
- prepare financial report in the prescribed format on monthly basis
- report to the Project Coordinator and coordinate with Admin & Finance Associate (AFA) at the ROJGARI Project Management Unit (PMU) on the financial performance
- assist to forecast the monthly funds requirement and forward to PMU
- operate the bank account(s), prepare drafts and arrange for fax transfers against the payment of services and supplies as necessary,
- calculate tax and other deductions to deduct from the source while making payment,
- make advance payment of travel allowance, per diem and travel advance,
- handle petty cash,
- reconcile bank accounts and report to the Project Coordinator and Project Management Unit
- assist the process of financial and project annual audits.

#### **2. Administration**

- provide administrative support to Project Manager,
- maintain office equipment, buildings, materials and properties,
- keep records of the office supplies, materials and equipment,
- maintain office premises to provide good working environment,
- ensure that sufficient water and electricity supply is available in the office and telephone/ internet lines are functional,
- ensure safety of office supplies, materials, equipment and physical facilities,
- ensure that the leave records of employees have been maintained and circulated,
- ensure that staff and office properties are insured through a reliable and recognized insurance company,
- correspond on the various administrative matter,
- keep liaison with the bank and other government institutions,
- maintain and update the Project Office filing system,
- ensure the office mailing system is effectively functioning,

### **Minimum Qualification and Requirements**

Candidates should have:

- Bachelor's Degree in Business Studies with two years experience in Finance and Administration areas
- Good communication skills, working experience on computer software and excellent command in written and spoken English
- Able to handle office correspondence independently
- Willingness and enthusiasm for working with rural and vulnerable communities living in remote areas of the country.

**Contract period:** 35 (Thirty Five) months

**Position based:** Dhangadi, Kailali at the SEBAC Nepal/ROJGARI Project Office with frequent travel to project VDCs/ areas in Doti, Kailali and Achham.