

Vacancy for an Accountant

Title of the post: Accountant

Qualification: +2 in Commerce

Experience: Minimum 2 years' experience as an accountant.

Deadline for the application: 7 August 2024

Email address: **heartofnepalorg@gmail.com**

Summary: Heart of Nepal has been implementing 3 years project "Promoting opportunities for Social and Economic Empowerment of Dalit and Janajati Women and Children in Indravati Rural Municipality in Nepal" with CIAO Kids foundation from 2022.

Major Responsibilities: The accountant is fully responsible for the financial operations of the project.

- Make resources available for the day to day running of the project and establish proper tracking systems
- Coordinate with the Programme Officer and prepare Fund Requests for the Donor based on planned activities as per agreed schedule
- Prepare Monthly Financial reports to submit to the donor by the 15th of the following month
- Coordinate with the Bank and report promptly on funds receipt and exchange rate.
- Assist the Director and the programme officer in procurement of assets, establishment of office and project set up activities.
- Maintain Asset register
- Maintain individual staff files
- Maintain Donor agreements and Bank documentation
- Lead coordination with the appointed Audit firm for the Annual audit.
- Prepare Annual Financial report
- Support logistics of monitoring visits, trainings and other events in the community.
- Train the Social mobilisers on account keeping of the savings and credit groups
- Bring to the attention of the Director and Programme officer any deviations from agreed expenditure

Please apply through Email: **heartofnepalorg@gmail.com**