

Job title: Admin and Finance Officer

Organization: Nepal Public Health Foundation

Qualification: Minimum Bachelor in Management (BBA/BBS)

Experience Required: Minimum 1-year experience on finance related fields is mandatory.

Job duration and Salary: As per regulation of Nepal Public health Foundation

Job Description:

Vacancy is opened for Admin and Finance Officer who will be responsible for managing our daily financial and administrative activities. The assigned duties will include planning budgets, participating in audits, monitoring transactions, preparing and processing invoices. Candidates should have sound knowledge and skills in Tally operation, MS Office and other accounting softwares. In addition to being an excellent communicator, our ideal candidate will also have outstanding analytical and time management abilities.

Responsibilities:

- Oversee budget preparation, planning, and tracking.
- Maintain records and receipts for all daily transactions
- Contribute to financial audits
- Perform administrative duties
- Monitor all bank deposits and payments
- Prepare balance sheets and invoices

Applying Procedure

Interested Candidates are requested to forward their latest resume and cover letter on our email address: vacancy@nphfoundation.org within January 15, 2020. Contact no: 01-4412787, 4410826