

Nepal Agricultural Market Development Programme (NAMDP)

Job Description

Position: Admin and Finance Assistant

Supervisor: Sr. Admin & HR officer and Sr. Finance Officer

Duty station: Lalitpur with occasional visits to the field offices.

Position:

Purpose of the job: Under the supervision of the Sr. Admin & HR Officer/Sr. Finance Officer, Sahaj-Nepal Agricultural Market Development Program (NAMDP), he/she will assist in the smooth operation of day to day activities of Admin & Finance Unit.

Administrative & HR:

- Assist the Sr. Admin and HR Officer in smooth operation of day to day office activities
- Assist in soliciting quotations, preparing compression chart and procuring office supplies and fixed assets
- Check monthly consumption of store supplies and ensure the payment of office utilities.
- Assist in proper inventory management and record keeping of fixed assets & preparation of reports and insurance of fixed assets.
- Assist for visa processing for expat and staff
- Manage vehicle movement including maintenance & preparation of vehicle performance report
- Assist in logistic arrangement of field visits, national and international workshops and seminars including flight reservation, hotel and vehicle arrangement
- Supervises the work of Office assistants and Drivers, including assigning workload and monitoring employee performance.
- Assist to conduct proper recruitment process and provide the logistics management of recruitment, prepare long listing of job applications, invitation to candidates, preparation of meeting room, informing the interview panel etc.
- Assist in filling system and manage filing the official documents for both hard and electronic copies.

Information Technology (IT):

- Coordinate with IT department in Swisscontact South Asia Regional Office for meeting IT compliance with support from local IT maintenance service providers.
- Promptly communicate with IT maintenance service providers, Internet service provider for resolving any IT problems.

Finance:

- Assist in carrying out all operations required for authorizing and effectuating expenditures under all types of funding and ensuring the most rational use of those funds. This includes making calculations, checking supporting justifying documents and making payments.
- Prepare vouchers and make journal entries continuously in line with the organizational requirements

- Monitor the petty cash and ensure that the maximum amount never exceeds the limit
- Prepare and dispatch timely invoices of external parties
- Assist in dealing with the Auditors for Interim, Fiscal year and Final audit
- Ensure deduction at Source & Advance Payment of Income TAX & VAT, safe keeping of the all Tax and VAT related documents and filing of E>Returns
- Maintain appropriate filing system of financial document and project financial related documents
- Maintain integrity and confidentiality of all financial transactions
- Perform all other duties as assigned by the supervisor

Required Qualification:

- Minimum Bachelor's degree in relevant field with at least 2 years' experience in similar position, preferably in NGO/INGO
- Strong written and spoken skills in English and Nepali languages and able to produce documents in Nepali language as well as strong Nepali typing skills
- Good knowledge of Microsoft Office package
- Able to multi-task and take responsibilities independently