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| **Vacancy Announcement** **Account and Finance Manager** |

Southasia Institute of Advanced Studies (SIAS), a Kathmandu based research institute is looking for a highly motivated full time **Account and Finance Manager** with the following key job responsibilities.

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| **Major Responsibilities** | * Developing and maintaining account system for a non profit company.
* Maintain up to date system for TAX and VAT.
* Ensure necessary government compliances for non-profit company i.e. Company Registrar Office, Inland Revenue Office, Local Government etc.
* Develop financial plan of specific projects and organization as a whole.
* Produce financial reports of project as per the requirement by respective donor.
* Handle procurements of goods and services and assure maintaining record of assets.
* Develop financial proposal for the new projects.
* Supervise administrative staffs and ensure conducive office environment.
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| **Duration** | It is a Kathmandu based long-term position, subject to satisfactory performance during the probation period of six months.  |
| **Qualifications and skills** | * Bachelor (preferably masters) degree in management with specialization in accounting or finance management.
* Minimum five of years of experiences with bachelor degree or three years experiences with masters degree on account and finance management in I/NGOs, or not-for-profit organizations.
* Good command in computer application such as accounting software and MS office.
* Experiences on account and finance management and reporting of donor funded projects
* Good knowledge of audit requirements, Tax and VAT regulations.
* Excellent negotiation and interpersonal skills.
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| **Salary and benefits** | We offer a monthly salary of > 40 K and other benefits based on experiences and work performances. There will be tremendous scope of professional growth for the candidate.  |
| **To apply** | **Please e-mail your updated CV and a cover letter by outlining your (a) capacity, (b) reasons for applying for this job, and (c) expected salary by 15 of September 2019 to sias-info@sias-southasia.org.** |

We are an equal opportunity employer and maintain workforce diversity. Only short-listed candidates will be contacted for practical assessment and interview. Telephone inquiries will not be entertained and may lead to disqualification of the candidate.