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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. |
| **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. |
| **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.