

# Vacancy Announcement

## Admin and Account Officer

Southasia Institute of Advanced Studies (SIAS) is a policy research institute based in Kathmandu, Nepal. SIAS aims to utilize its research to create state-of-the-art knowledge on environmental, socio-economic and political issues in the South Asian region to understand and influence policy challenges and sustainable development. It operates in research-policy-practice interface, covering various themes: natural resources management; climate change, water, and urban resilience; livelihoods and economic development; and democratic processes and local governance. SIAS works with range of donors, partners and collaborators. For more details, please visit: [www.sias-southasia.org](http://www.sias-southasia.org).

SIAS invites applications from qualified candidate who are highly motivated, pro-active, committed and result-oriented for the position of Admin and Account Officer-1 for the office based in Kathmandu.

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<b>Major Responsibilities</b>	<ul style="list-style-type: none"><li>• Maintain proper record of tax and timely deposit, financial records including petty cash, reconcile bank statements, support in TDS and VAT entry, prepare cheques and vouchers, settlement of advances</li><li>• Provide administrative support and manage office logistics including reservations, vehicle book maintenance etc</li><li>• Deal with banks for fund transfer, cheque encashment, cheque deposit and opening staff's salary accounts etc</li><li>• Maintain staff CIT fund, insurance, leave records, office library, stock books assets record book, physical verification of Inventory and reporting</li><li>• Prepare vouchers and bills filing, documentation of day-to-day transactions and reports</li><li>• Support to procurement of goods and services and assure maintaining record of assets</li><li>• Follow up the renewal of office-related contracts as per the expiry and necessity</li><li>• Identify areas of improvement of cooperatives and capacitate with appropriate feedback for strengthening their systems/ policies and contribute in their capacity building.</li><li>• Perform other necessary task allocated by line Manager</li></ul>
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<b>Duration and duty station</b>	<ul style="list-style-type: none"><li>• Initially for 1 year with the possibility of extension for longer term according to the performance.</li></ul>
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<b>Qualifications and skills</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in Management (Finance and Accounting) with minimum three years of experience in account and finance management in NGOs or Private Company. Prior experience on handling administration is preferred</li><li>• Good command in computer application such as accounting software (Tally) and MS office.</li><li>• Good knowledge of audit requirements, Tax and VAT regulations of Nepal</li><li>• Excellent planning, organizational and time management skills</li><li>• Good teamwork and communication skills in written and oral in Nepali and English languages</li><li>• Candidate having two-wheeler driving license are strongly encouraged to apply</li></ul>
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<b>Salary</b>	<ul style="list-style-type: none"><li>• Salary will be commensurate with experience and proven track records.</li></ul>
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<b>To apply</b>	To apply for this position, 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 Nov, 2021 to <a href="mailto:sias-info@sias-southasia.org">sias-info@sias-southasia.org</a>
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**SIAS is an equal opportunity employer and maintains workforce diversity.**

*Only short-listed candidates will be called for further recruitment process. Telephone inquiries will not be entertained and may lead to disqualification of the candidate.*