

# Vacancy Announcement

## Admin and Finance Officer

Southasia Institute of Advanced Studies (SIAS), a Kathmandu-based research institute is looking for a highly motivated full-time **Admin and Finance Officer**. The purpose of this position is to ensure effective and efficient management of administrative and finance functions of SIAS in compliance with its Admin and Financial policy, standard and procedure. Followings are the key job responsibilities:

<b>Major Responsibilities</b>	<b>Financial responsibilities</b> <ul style="list-style-type: none"><li>• Prepare and analyze accounting records, financial statements, and other financial reports, and support in TDS and VAT entry.</li><li>• Prepare periodic trial balance, bank reconciliation, financial records including petty cash, budget and expenses report of the project.</li><li>• Maintain proper record of tax and timely deposit, prepare vouchers, establish books of accounts and assign entries to proper accounts.</li><li>• Assist Admin and Finance Manager (AFM) in budgeting and cash flow projection of field office.</li><li>• Maintain and analyze budgets, and prepare monthly account reconciliations and periodic reports electronically.</li><li>• Maintain staff CIT fund, insurance, leave records, office library, stock books assets record book, physical verification of Inventory and reporting.</li></ul> <b>Administrative responsibilities</b> <ul style="list-style-type: none"><li>• Take lead role in logistics management of events and coordination with the vendors on procurement of goods and services.</li><li>• Coordinate with SIAS projects and collaborating partners on admin related works and proper use of office assets including office vehicles.</li><li>• Lead/contribute to develop/revise organizational policies and ensure implementation.</li><li>• Take lead role in staff recruitment process and orient newly recruited staff.</li><li>• Facilitate in procurement, staff movements and employee database maintenance.</li></ul>
<b>Duration and duty station</b>	<ul style="list-style-type: none"><li>• It is a Kathmandu-based position. This position is initially for 2 years with possibility of extension. The probation period will be of three months.</li></ul>
<b>Qualifications and skills</b>	<ul style="list-style-type: none"><li>• Minimum Bachelor's (preferably Masters) degree in Business Administration, Business Studies or equivalent with minimum three years of experience in a similar position.</li><li>• Sound knowledge of accounting software like FAMAS/TALLY or similar accounting package.</li><li>• Proficiency in MS Office especially in Excel. Excellent written and verbal communication skills in English and Nepali.</li></ul>
<b>Salary</b>	<ul style="list-style-type: none"><li>• Salary will be commensurate with experience and proven track records.</li></ul>
<b>To apply</b>	<b>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 18 July 2022 to <a href="mailto:career@sias-southasia.org">career@sias-southasia.org</a></b>

We are an equal opportunity employer and maintain workforce diversity (For this particular position, female candidates are encouraged to apply). Only short-listed candidates will be contacted for practical assessment and interview. Telephone inquiries will not be entertained and may lead to the disqualification of the candidate.