

# **Vacancy Announcement**

## **(Extended until April 28, 2017)**

Pro Public invites applications from experienced and motivated Nepalese candidates with a degree of BBA/S with at least three years of experience and having specialization in finance for the position of Finance Officer based in Kathmandu by no later than April 28, 2017. Candidate with master degree and experience will be given preference.

Eligible candidates are requested to submit their applications with a recent CV with two references, academic certificates, evidence of experiences and an auto size photograph by post or email to the following address by no later than April 21, 2017 at 5 pm. Preference will be given to competent women, Dalit, Janajati and Madheshi candidates. Only shortlisted candidates will be notified for selection process. Telephone enquiries will not be entertained.

**Pro Public**  
**Post Box No. 14307**  
**Email: [vacancy@propublic.org](mailto:vacancy@propublic.org)**

### **Competencies:**

- Experience in using computerized accounting software, preferably FAMAS;
- Experience in handling financial activities of the organization such as; preparing budgets, vouchers, payments, bank reconciliation along with good knowledge of taxation systems of Nepal;
- Good strength in preparing financial reports;
- Fluent in Nepali and English, both spoken and written;
- Proficiency in computer use i.e., Microsoft word, excel, email/internet;
- Candidate must have motorbike driving skills along with license;
- Candidate must take initiative, be able to set priorities on work schedule and follow up on tasks. S/he must be a strong team player and have a good work ethics.

### **Terms of Reference (ToR)**

- Maintain the account, following relevant regulations/guidelines of Pro Public and donor agencies;
- Ensure safe management of data and appropriate filing of electronic and hard copies of financial documents/ reports;
- Prepare monthly financial reports of all the projects and core accounts based on the accounting application, with all necessary justifying documentation (vouchers, invoices, bank reconciliation and so forth);
- Ensure regular monitoring of available budget, expenditures and bank account and let to respective persons/teams about the status and availability of fund on monthly basis;

- Maintain payment record of all invoices received and maintain payee statement records for all suppliers and service providers;
- Ensure that the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements, financial monitoring, audits and so forth;
- Prepare Financial Planning for forthcoming periods and ensure sufficient availability of the funds in the project account in coordination with respective team;
- Ensure the proper utilization of petty cash expenses regularly with all due accounting and security precautions;
- Prepare the elements for the budget analysis and maintain the budget forecast tool;
- Ensure the quality of the activities and subsequent information to meet the expectations of the organization;
- Check budget lines regularly and ensure that all the transactions are booked to the correct budget lines;
- Check and ensures that all procurement process and expenditures of the projects and core activities are in accordance with Pro Public and the respective donor agencies' procedures;
- Make all the payment through cheque and bank transfer;
- Ensure that the transactions are properly recorded and entered in the computerized accounting system;
- Ensure the regular submission of quarterly financial report to Social Welfare Council (SWC);
- Keep the records of timesheets, calculate employee salaries, deduction of taxes and staff welfare funds in a regular basis;
- Regularly track the tax clearance of all the taxable payments and provide the same to the concerned personnel or parties for their own purpose and record;
- Make proper follow up with donor agencies and execute necessary actions to return VAT that are paid to the government during the implementation of the project activities;
- Audit the projects and core accounts bio-annually and annually coordinating with Project Coordinators/Managers, Deputy Executive Director, Treasurer and Executive Chair of Pro Public;
- Attend the meetings and other activities and make presentations as and when required;
- Carry out other duties that may reasonably or exceptionally be required to ensure the smooth operation of the project as suggested by Project Coordinators/Managers, Deputy Executive Director, Treasurer and Executive Chair of Pro Public;