

Job Description

Job Title: Finance Officer	Reports to: Executive Director	Duty Station: Living Water Nepal Headoffice, Tikidewal, Lalitpur
<p>The overall goal of the Position:</p>		
<p>The Finance Officer will be responsible for managing day-to-day financial operations, ensuring accurate record-keeping, and providing support in budgeting, financial reporting, and compliance. The ideal candidate has strong analytical skills, a thorough understanding of financial principles and procedures, and the ability to work effectively in a fast-paced environment.</p>		
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Preparing vouchers; ensuring filling of forms & formats, proper budget coding and generating payment vouchers, cheque writing, and banking transactions. • Maintaining accurate and up-to-date financial records by recording day-to-day transactions reviewing and processing all bills, and ensuring proper entry and documentation. • Preparing the monthly, quarterly, and annual financial reports ensuring accuracy and completeness. Moreover, preparing the project-wised, donor report, TDS report, and other reports as per need. • Preparing financial statements including journals, ledgers, bank reconciliations, cash reconciliations, cash verifications, store ledgers, trial balances, and final reports and presenting them to the management team. • Assisting the management team to prepare planning and budgeting. Then forecasting income and expenses for upcoming months. To assist in the preparation of the annual budget and audit for the Executive Director & Programme Manager and other staff as appropriate, • Timely payments to vendors, and staff and settlement of advance, liabilities, and receivables, etc. • Assist the team to prepare salary sheets, salary deposits, tax calculations, and timely calculation and deposit of the organization and staff tax liabilities. • Timely deposit of tax and staff retirement funds to related organizations. • Ensure petty cash is managed and replenished according to the established petty cash level. • Maintain & safely keep backup data and finance-related documents. Maintain proper documentation. • Ensure that chequebooks and invoices are well accounted for and are kept in safe and secure custody. • Ensure donor compliance in project implementation. • Ensure timely payment of Tax, ETDS, and update on monthly basis • Provide support in the process of internal, external and statutory audits. • Assist in procurement of project related goods and services. • Ensure that the logistic supports are provided efficiently. • Ensure that proper store management is being done and office assets are adequately safeguarded. • Maintain proper records of assets and inventory of the office and projects. • Jobs assigned by the Executive Director • Check, up to date, and manage all the fixed assets of the organization properly. • Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies. • Maintain an office environment that is clean, organized, and well-functioning for all staff. • As necessary participate in the workshop, meeting, training, traveling, and visiting organize or instructed by 	

	<p>Organization.</p> <ul style="list-style-type: none"> • Support in all local procurement functions.
<p>Required Knowledge, Skills, and Abilities</p>	<ul style="list-style-type: none"> • Excellent communication skills (verbal and written in English and Nepali). • Detailed knowledge of Government of Nepal accounting requirements, government law on taxation, auditing standards • Excellent organizational skills with the ability to prioritize multiple tasks. • Build and maintains effective relationship with team, colleagues and members. • Proficient in computer skills (preferred expertise in Microsoft Word, Advanced MS Excel skills including Vlookups and pivot tables, Powerpoint, and in creating charts or graphs). • Knowledge and excellent working skill on Excel and accounting software. Money works • In-depth understanding of Generally Accepted Accounting Principles (GAAP) • Awareness of business trends. • Familiarity with financial accounting statements. • Aptitude for numbers and quantitative skills. • Scheduling, Time Management, Reporting, and Presentation Skills. • Travel Logistics, Supply Management, and Equipment Maintenance skill. • Takes initiative (self-motivated), thinks objectively, and has great interpersonal skills. • Remain calm under pressure and have excellent analytical /problem solving skill. • Ability to live and work in difficult remote areas and travel extensively. • Must have positive learning attitude and concern for the poor and vulnerable children and family. • Demonstrate cross cultural sensitivity, flexible worldview, emotional maturity and physical stamina. • Must have high level of integrity and honesty, self-motivated, confident and independent. • Able to integrate organization's values with the specific job s/he performs.
<p>Minimum qualification and experience required</p>	<ul style="list-style-type: none"> • Bachelor's degree in management or business studies with a specialization in finance or accounting. • At least 2 years of progressive experience in finance and admin of NGO sector • Excellent computer skills (MS Office, Internet, email) • Ability to understand and explain financial and administrative policies and procedures. • Good knowledge and experience of accounting software (Money Works) • Two wheelers license is preferred. • Good communication skills in Nepali and English • Able to demonstrate the organization's values at the of performing jobs • Able to travel and work in remote project areas. • Must have a high level of financial integrity and professional ethics.