Building Resilient Communities

Vacancy Announcement Finance Assistant

Caritas Nepal is a non-profit organization dedicated to serving the poor, disadvantaged, and marginalized individuals, regardless of caste, creed, ethnicity, religion, or nationality. Founded in 1990 by the Catholic Church in response to devastating floods and natural disasters, Caritas Nepal aims to create a peaceful, equitable, and just society that fosters solidarity and respects human dignity. The organization focuses on social justice, community development, disaster risk management, sustainable livelihoods, support for migrants and refugees, anti-trafficking efforts, emergency response, recovery support and advocacy on social issues.

Job Code: FA
Designation: Finance Assistant
Project Duration: Initially one year with six months' probation period
Location: Caritas Nepal, Field office, Khatyad, Mugu

Requirements and Qualifications

1. Education/experience Requirement:

Bachelor's degree in management with 1 year of experience in accounting/finance or Grade XII passed in management with 2 years of experience in accounting/finance

2. Competencies and Personal Experience:

Knowledge on basic principles of accounting and financial procedures;
Excellent knowledge on Microsoft Offices (especially on Word and Excel, including typing skills both in Nepali and English);
Skills and experiences in operating computerized financial systems;
Familiarity with double-entry accounting Money Works Software.
Understanding of relevant legislation, policies and procedures; especially knowledge in relevant IRD rule and regulation;
Fluency in both written and spoken Nepali and English;
General knowledge and skill of managing HR, procurement, administration and logistics issues
Excellent attention to details including pro-activeness, creativity and reliability; and
Excellent coordination, team building and interpersonal skills, problem-solving attitude;
Willingness to stay and work in Mugu district

Job Description
Click the given link for full Job Description: https://tinyurl.com/jdmugufsrp

How to apply:
You are required to rename CV as Job Code_First.Name_Last.Name. Email subject should contain the applied designation else will not be accepted.
You are required to fill up the job application form.
Please click the link below. (Mandatory) https://forms.office.com/r/i2fvYzx0XR

Interested applicants meeting the criteria are requested to send the documents (application letter, updated CV with references, and a recent photograph) to vacancy@caritas.org.np no later than 17:00 hours on Thursday, 6 November 2024. Applications received after this deadline will not be considered.

Please note: This position is based in the field office and requires travel to villages / rural areas where living conditions are minimal. Only those willing to travel and committed to serve the communities in rural settings need apply. Caritas is an equal opportunity employer and encourage women / members of marginalized communities / disadvantaged groups to apply.

Caritas Nepal promotes its principles, strategies, policies, and procedures on Safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse), and Safety & Security and all applicants must adhere to Caritas Nepal's key policies and procedures.