



Vacancy Announcement

Published Date: 3rd January 2021

Valid Till: 10th January 2021

Nepal GoodWeave Foundation (NGF) is an active member of GoodWeave International having country affiliates in Nepal, India, UK, USA, Germany and Afghanistan. GoodWeave is a global non-profit initiative working in the sector of child labor and for socially ethical production practices in the carpet industries offering the associated children and families with appropriate Preventive, Rehabilitation & Education Programs and Vocational Training Opportunities. NGF invites application from interested and qualified Nepal citizens.

Position: Admin and Account Officer

Numbers: 1

Age: Not exceeding 45 years

Duty Station: NGF Office, Kathmandu

Qualification and Experience Required:

- Minimum Bachelor's Degree in Management with 5 years experience in similar position or Master's Degree in Management with 2 years of experience in similar position.
- Familiar with Accounting Software
- In-depth knowledge of financial regulations, accounting processes and administration skills
- Good knowledge of computer applications and having excellent command over written and spoken English and Nepali Language.

Brief Job Description:

- Perform all administrative activities under the guidance of Supervisor
- Create and implement financial policies and processes for operational efficiency
- Oversee budget preparation, planning, and tracking
- Ensure financial records are up-to-date with the latest transactions and changes
- Contribute to financial audits
- Monitor all bank deposits and payments
- Perform periodic financial analysis to detect and resolve problems
- Prepare balance sheets and invoices

Note: Applicants are requested to submit an Application along with their CV, Academic and Experience Certificates and a copy of Citizenship in the email goodweavenepal@gmail.com Those who already applied through Mero Job are discouraged to apply again.

Samik Bikram Shah
President