# Job Description – Finance & Office Assistant

**Responsible to**: Finance & Office Manager

**Accountable to:** Programme Coordinator

National Team Leader

**Relates to**: Assistant Consultant

District based staff

**Location**: KEPTA Central Office, Kathmandu (with some travel to districts)

**Purpose of the Job**

Under the direct supervision of Finance & Office Manager, the Finance and Office Assistant will support activities related to office administration, logistics and finance. The specific duties include, but are not limited to, the following:

**Main Duties**

* Carry out program logistics including procurement of supplies.
* Obtain information and quotation of procurement processes.
* Organise logistics for workshop, seminars, conference, and study tours.
* Oversee the administration of programme files and relevant documents, including the filling of documents, physically and electronically.
* Liaise with service providers as needed.
* Review bills and expenditure for accuracy and submit summary expenditure.
* Responsible to maintain advance account and reconcile with staff periodically.
* Check and process invoice, bills and payment documentation for payments.
* Responsible for recording of tax and arrange payment to Inland Revenue Department.
* Prepare and maintain fix asset register and conduct physical verification on a regular basis where applicable.
* Maintain Petty cash
* Arrange tickets, hotels and other logistic support to Project staff and consultants
* Responsible for day to day general management of offices.
* Act as a point of contact of communication with district
* Any other duties as assigned by officers.

**Standards**

* Actively demonstrate a good behaviour in all aspect of work / service and social life.
* Become a model to other staff in work and as a person. This will be seen in, for example, quality of work, justice and fairness, timekeeping, cooperation with other, attitude towards programme, and in general behaviour in and out of work.
* To be able to manage all duties and people for whom he/she is responsible, without close supervision and at a good standard, and to develop / suggest new aspects of the job as needed.
* To be honest in all matters (e.g. financial, timekeeping etc) and to promote honesty in all levels. Honesty includes not seeking or obtaining financial and non-benefits through his/her work with KEPTA.
* To keep confidential information acquired in the course of work, especially those matters relating to people (staff, clients or others). This includes avoiding criticism of social culture and organisational structure in public arena.
* Maintain good relations with staff of KEPTA, GoN employee and others.
* To build good public relations with those outside the organisation, including officials, community members and clients of the programme, aiming to emphasise aims and priorities of KEPTA.
* Actively demonstrate the no-alcohol / no-drug abuse standard in workplace (including site office).

**Experience and qualifications**

* Bachelor level qualification in management or any bachelor degree with administrative, finance and logistics experience
* Knowledge of accounting, budgeting and cost control principles including generally accepted accounting principles.
* Ability to cope with several jobs simultaneously and to agreed deadlines.
* Attention to details
* IT Skills (Word, excel and email/internet
* Excellent English, both spoken and written
* Good interpersonal skills
* Excellent communication and presentational skills
* Ability to work co-operatively and confidently in a team.
* Able to drive 2 wheelers