



INGO JOB OPENING MOUNTAIN CHILD

Carrying Hope to the Children of the Himalayas

www.mountainchild.org

FINANCE ASSISTANT

JOB DESCRIPTION

- Supporting the Finance manager in any way to maintain detailed financials of INGO development work.
- Checking all expense reports that are submitted by INGO or NGO staff.
- Reviewing and checking the format and information in any submitted budgets.
- Creating financial and data reports in a timely manner and according to MountainChild deadlines.
- Teaching and guiding any INGO or NGO staff on financial systems, formats, policies, etc.
- Financial and research data entry when necessary.
- Helping to ensure the financial integrity of MountainChild by enforcing all Nepali laws and regulations dealing with financial accounting.

REQUIREMENTS

- +2 Program Completion
- One year related work experience.
- Holding two-wheeler license preferable.
- Familiar with accounting software will be an advantage.
- Proper knowledge of using internet, email, and dropbox.
- Proficient English, computer skills, accountant knowledge, cross-cultural skills, and communication skills.

SEND CV TO INGO.HR@MOUNTAINCHILD.ORG