INTACH Kathmandu Office invites applications from experienced candidates based in Kathmandu for the position of *Administration and Finance Assistant* to support INTACH Kathmandu office’s post-earthquake heritage building conservation and reconstruction projects in Kathmandu, Nepal.

**Qualification:** Bachelor’s degree in BBA or Equivalent, or Master’s degree in Finance/Accounting or equivalent

**Brief job description**

- Providing administrative, financial and logistics support for the implementation of INTACH projects in Nepal.
- Budget planning, reporting on budget utilization and preparation of financial reports.
- To maintain financial and administrative system at INTACH Kathmandu office based on INTACH policy and project related agreements.
- Facilitates and support internal and external audit as may be required
- Manage staff accounts and prepare chart of accounts
- Keeps records of all financial transactions.
- Handle bank transactions and prepare cash and bank reconciliation periodically.
- Keep record of expenditure of different project related activities.
- Documentation of correspondence including mails and reports, photographs related to the project.
- Assist with procurement planning and product procurement
- To manage agreements and contracts of vendors and staff.
- Coordinate logistics for Kathmandu Office staff and INTACH experts from Headquarters.

**Required Skills**

- Fluent in English and Nepali.
- Practical knowledge of project budgeting, accounting & reporting
- Demonstrated experience in the use of MS office Package (Word/Excel/PowerPoint etc.) & website management
- Good interpersonal, problem-solving & time management skills,
- Multitasking and Analytical skills.
- Willingness to work under pressure with tight deadlines and to travel to project sites as and when required.
- Multitasking, Good interpersonal, problem-solving & time management skills
- Working knowledge of Hindi is desired.

Interested candidates may submit their application with a subject line *Applications for Nepal Project – Administrative and Finance Assistant* along with expected salary in cover letter and updated CV to the following email address: to intachnepal.ktm2@gmail.com.

*We thank all applicants for their interest, however only those candidates shortlisted and selected for interviews will be contacted.*