



## VACANCY ANNOUNCEMENT

Baliyo Nepal Nutrition Initiative (BNNI) is an independent not-for-profit organization that envisages a collective effort to tackle malnutrition with the aim to garner support from like-minded leaders across the Government, Private Sector, International and Non – Governmental Organizations and Civil Society that believe that with the right nutrition, the next generation will attain their full potential and realize their dreams.

BNNI invites applications from highly qualified individuals for the following position:

<b>REQUIRED POSITION</b>	:	<b>FINANCE OFFICER</b>
<b>No. of VACANCY</b>	:	1 (One)
<b>DUTY STATION</b>	:	Sanepa, Lalitpur – 2
<b>APPLICATION DEADLINE</b>	:	October 06, 2021

### REQUIRED QUALIFICATION:

- ✘ Minimum bachelor's degree in Management faculty with five years' experience in related role and responsibilities.
- ✘ Working experience of accounting software
- ✘ Knowledge on books of accounts, NGO/INGO financial reporting and tracking system
- ✘ Coordination and communication skills
- ✘ Working capacity in time pressure

### PRIMARY RESPONSIBILITIES:

- ✘ Project budget planning, verifying financial invoices and reporting
- ✘ Prepare/review all ledgers, assure bank reconciliation and manage the fund flow
- ✘ Record the project activities completion timely and budget expenditure to assure quality of program
- ✘ Maintain all records in accounting software and optional data bank
- ✘ Logistic and petty cash monitoring and reporting
- ✘ Preparation all required financial report for audit and other official purposes
- ✘ Orientation to project staffs on procedure and process of budget transaction, expenditure, supporting documents as per organization policy

Interested candidates are required to submit their updated resume along with the cover letter explaining why they fit best in the position to [hr@baliyonepal.com](mailto:hr@baliyonepal.com). Telephone enquiries will not be entertained.

Only shortlisted candidates will be called for further selection process. The company reserves the right to accept and/or reject any application without assigning any reason whatsoever.