

AMDA Nepal  
**AMDA Mechi Hospital**  
Mechinagar 10 , Dhulabari, Jhapa

**Terms of Reference**

A. <b>Job title:</b>	Assistant (Admin/Finance)
B. <b>Level:</b>	Four
C. <b>Nature of Employment:</b>	Time based Employment (Contract, SSA)
D. <b>Location:</b>	AMDA Mechi Hospital, Dhulabari, Jhapa
E. <b>Reporting to:</b>	Officer (A/F)

**Responsibilities and Duties:**

**Accounting and Financial Management:**

- Data entry of daily financial transactions, including bookkeeping, ledger maintenance, and cash flow management.
- Prepare monthly, quarterly, and annual financial reports as per hospital policies and guidelines
- Process payroll for staff, including salary disbursement, allowances, and deductions.
- Ensure timely payment of bills, procurement invoices, and other financial obligations.
- Maintain accurate financial records and support external/internal audits by providing required documentation and reports.
- Prepare periodic reports and submit to line manager.

**Procurement and Inventory Management:**

- Assist in procurement of medical and non-medical supplies, ensuring compliance with hospital policies and regulations.
- Draft and issue purchase orders, collect quotations, and evaluate vendor proposals to select the best suppliers.
- Maintain an up-to-date inventory of medical supplies, equipment, and office materials, ensuring proper stock levels.
- Ensure proper documentation and record-keeping of procurement activities, including invoices, delivery receipts, and purchase agreements.
- Monitor vendor performance and address issues related to delivery or quality of goods/services.

**Mail and Correspondence Management:**

- Process and submit all mails, including receiving, sorting, timestamping, logging, and distributing incoming and outgoing correspondence and packages.
- Record and forward daily reports of incoming and outgoing telephone calls/emails/consignments to the logistics unit.
- Information Dissemination
- Collect and disseminate official information promptly to relevant individuals and report to the line manager.
- Maintain proper records of official consignments, both incoming and outgoing.

**Interpersonal Relationship Management:**

- Foster and maintain smooth interpersonal relationships with patients, visitors, and staff across all hospital units and departments.

**Miscellaneous Duties:**

- Perform other duties as assigned by the line manager or hospital management.

**Person Specification:**

Should hold a minimum +2 level (Management /Account/Finance) from a recognized institution with computer (Software) skills.

Strong commitment to the goal and vision of AMDA Nepal.

**Salary/Benefits/Services:**

Type of Employment: Time based employment (Contract, Full time)

Gross Remuneration: 28,500.00 gross not exceeding per month

Service Tenure: Initial 6 months (renewal based on performance evaluation)