

AMDA Nepal
Gokarneshwor -6, Jorpati, Kathmandu

Job Description

- A. **Job title:** Assistant (A/F)
B. **Initial Duty Station:** AMDA Nepal, Central office.
C. **Department/Division:** Admin/Finance
D. **Section/Unit:** Account/HR
E. **Effective Date:** 2082/05/17 (September 2, 2082)
F. **Immediate supervisor:** Finance Controller

1. Job Purpose:

- To manage financial records and contribute in efficient, effective and fully compliant financial management, support HR functions including staff induction, and provide administrative support to ensure smooth, efficient and coordinated office operations.

2. Key Responsibilities:

A. Human resource duties:

1. Update staff orientation package and orient staff whenever needed.
2. Propose to update training packages.
3. Conduct training need assessments and propose trainings.
4. Prepare staff appointment and and/or renewal.
5. Prepare vacancy announcement notice.
6. Maintain and safeguard confidential file of staff.

B. Administrative and documentation duties:

1. Prepare and propose letters/memos/notice and note for file
2. Prepare meeting agenda.
3. Note taking in the meeting.
4. Circulation of letters/memo/notice.
5. Disseminate essential information.
6. Check consistency of organization's name and/or logo in any publication.
7. Provide complete and timely support to deliver services to the organization's beneficiaries.
8. Maintain and safeguard meeting minutes and memos.

C. Accounting duties:

1. Maintain proper records/or safe filing of payment requests, cash receipts and other financial documents.
2. Review payments to help ensure compliance with AMDA Nepal policies and procedures, applicable donor regulations and Nepal laws and regulations.
3. Ensure timely deposit of cash into relevant bank accounts.

4. Maintain recording of receipt, payment and journal vouchers in AMDA Nepal accounting system.
5. Prepare payment of staff salaries, social security and other statutory payments; goods and service procurements; AMDA unit fund transfers; and others as required.
6. Assist in preparation of bank reconciliation statement of AMDA Central Office (CO) and CO managed bank accounts monthly.
7. Maintain retrievable, secured, and safe filing of AMDA Nepal CO and CO managed financial transactions (i.e. vouchers, invoice/receipts and other supporting documents) and other financial documents (i.e. financial reports, audit reports, bank statements, cheque books, etc.).
8. Arrange deposit or transfer of payments and fund into relevant bank accounts.
1. Support Line Manager to prepare monthly financial statements and audit reports.
- ~~Daily accounting operations.~~
- ~~2. Receive cash, maintain record and deposit all income into the bank account of AMDA Nepal.~~
- ~~3. Check rate, fees, grants, or donations collected/received.~~
- ~~4. Deposit tax within 15 days of calculation into the bank account of Government Bank Account.~~
- ~~5. Maintain records and safeguard bank checks and cash transactions.~~
- ~~6. Recording payments, receipts and bank deposits accurately.~~
12. Any other tasks assigned by the Line Manager.

D. Other duties:

1. Coordinate with other section/unit assistant to ensure harmonized work environment.
2. Perform other duties as per the instruction of line manager and senior officials.

Note: This JD is subject to change at any time. Decision of the line manager regarding JD shall be final.

I, the under signed fully understand the above-mentioned job description. Hereby, I express my commitment to perform the assigned duties to my fullest capacity.

Signature:

Name of the Staff:

Date: 2082/05/17