



Vacancy Announcement: Admin and Finance Officer

Organization: Trishuli Plus

Location: Kathmandu, Nepal

Position: Admin and Finance Officer

Working period: Up to July 2024, possibility of contract extension

Project: HIV prevention program among migrants in Kathmandu District

About Trishuli Plus: Trishuli Plus is a pioneering community-based organization dedicated to combating HIV and TB infections. Established in 2006, we have been at the forefront of HIV and TB prevention and treatment efforts. Through our innovative programs and community engagement initiatives, we strive to create a healthier future for all.

Position Overview: Trishuli Plus is seeking a highly motivated and skilled Admin and Finance Officer to join our dynamic team. The Admin and Finance Officer will play a crucial role in ensuring the smooth operation of administrative and financial functions to support our HIV and TB prevention program among migrants and their spouses in Kathmandu.

Responsibilities:

- Manage day-to-day financial transactions, including accounts payable and receivable, budgeting, and financial reporting.
- Prepare and maintain accurate financial records and documentation in compliance with organizational policies and donor requirements.
- Assist in the preparation of budgets, financial forecasts, and grant proposals.
- Oversee procurement processes, ensuring compliance with procurement policies and regulations.
- Coordinate with external auditors for annual audits and ensure timely submission of financial reports.
- Provide administrative support, including managing office supplies, handling correspondence, and organizing meetings and events.
- Maintain personnel records, including attendance, leave, and timesheets.
- Assist in the development and implementation of administrative and financial policies and procedures.
- Support program staff in monitoring project expenditures and ensuring adherence to budgets.

Qualifications:

- Bachelor's degree in finance, accounting, business administration, or related field.



- Minimum of 2 years of relevant experience in finance and administration, preferably in the nonprofit sector or development organizations.
- Strong knowledge of financial management principles, accounting procedures, and budgeting.
- Proficiency in accounting software and Microsoft Office Suite.
- Excellent organizational skills with attention to detail and accuracy.
- Ability to prioritize tasks, manage multiple deadlines, and work effectively under pressure.
- Excellent communication and interpersonal skills.
- Commitment to the mission and values of Trishuli Plus.

How to Apply: Interested candidates are encouraged to submit a cover letter and resume/CV outlining their qualifications, relevant experience and expected salary to recruitment.trisuliplus@gmail.com by 3rd May 2024. Please include "Admin and Finance Officer Application" in the subject line of your email.