

Vacancy Announcement Administration and Finance Officer

Starting Date: 01 November 2021
Location: Sanepa, Lalitpur
Application deadline: 18th October 2021

Who we are:

Friedrich-Ebert-Stiftung (FES) is an independent German non-profit organization. At the heart of our work is a worldwide network of partners and offices through which FES conducts international exchange as well as educational and advisory activities in over 100 countries. FES Nepal office was founded more than 25 years ago and is focusing on supporting democracy and social justice in Nepal.

To find out more about our work visit: <https://nepal.fes.de> or <https://facebook.com/FESNP>

Major roles and responsibilities:

The position will fulfill the following responsibilities within a small professional team:

Accounting and finance

- Prepare the bookkeeping/accounting according to FES internal financial rules and regulations
- Be responsible for the financial management of FES activities in Nepal
- Support the FES team in financial planning
- Establish and maintain administrative systems and files
- Negotiate with suppliers and service providers
- Provide Nepali-English translations of financial documents
- Support the FES team in the administration of the office

Office administration

- Preparing and implementing plans for the procurement of equipment, services, and supplies
- Management of contracts with suppliers and service providers
- Proper documentation through administrative system and filing (in consideration of data protection requirements)
- Staff management (incl. pay roll administration) as well as support of the Resident Representative in recruitment procedures
- Management of premises and devices including overseeing of facility services and maintenance activities
- Monitor inventory of office supplies and the purchasing of new material

What we are looking for:

- At least Bachelor's degree in financial administration or comparative field (Master is a plus)
- At least three years of previous experience in office management and financial administration or comparative experience
- Good command of English (additional knowledge of German is of advantage)
- Competency in Microsoft Office applications
- Knowledge of modern office procedures and clerical practices
- Good communication and interpersonal skills, ability to relate to people of all backgrounds
- Outstanding organizational skills and detail-oriented working style
- Experience in working in an international work environment is a plus
- Ability and flexibility to work on tight deadlines
- Ability to work team-oriented in a fast-paced environment

What we offer:

- A dynamic and international working environment with opportunities to learn and grow
- Workplace at the FES Office in Sanepa, Lalitpur and suitable home office arrangements
- Full-time employment (40 hours/week)
- Competitive fixed salary and additional benefits
- Collegial working atmosphere in a dynamic, dedicated, and innovative team

Are you interested in becoming part of the FES Nepal team?

Then send us your complete application in English or German by Monday, 18th October 2021, 5pm Nepal Time via mail to: fes@fesnepal.org

Applications should include:

- Cover letter, indicating why you are motivated to work with us (max one page)
- CV, incl. contact details (email/telephone number)
- Two referees/contact persons
- Copies of transcripts and certificates of previous employments and other relevant supporting documents

Mention "Application: Administration and Finance Officer" in the subject line.

Only short-listed candidates will be notified within two weeks after the closing date.

Please note: FES Nepal is committed to social justice and equal opportunities. Qualified applicants are considered regardless of gender, caste, ethnicity, or religion. Please do not include information about your age and marital status in the application.