

a) Description of Position

Position: Account Officer	Level: 8
Type of the Position: Project Contract (Performance Based)	
Work Station: Projects Site Office and or Kathmandu office as assigned by Supervisor.	
Reporting Lines : Supervisor and Managing Director	
Required minimum qualification and Experience: Master's Degree in Business Administration having minimum 4 years general experience in Accounting field.	
Preference : More than 2 years experience as an Account Officer in hydropower project/ Company implementing NFRS & Trained on Nepal Financial Reporting Standards (NFRS)	

b) Job Summary

During the project study and implementation, Account Officer must be responsible on duties as per job description to implement policies and strategies relating to Accounting / Financial management as assigned by supervisor.

c) Job Description and Responsibility:

- i. Assist senior account officer, department managers and other seniors including Managing Director (MD) of the Company in all managerial works/activities.
- ii. Direct, monitor, supervise and control of the employee under finance department.
- iii. Planning of the budget for new Fiscal Year (FY) and coordination with department managers to get the realistic budget.
- iv. Execute without interruption of all the day to day finance management activities of the Company.
- v. Participate in different levels of meeting related to the Company's finance management.
- vi. Provide views/ suggestions to senior management on subjects related to financial management of the Company.
- vii. Maintain financial transparency of all the expenses made on different titles by the Company.
- viii. Check the planned budget from different projects and sister companies with respect to the ceiling allocated to them.

- ix. Prepare annual financial report for audit purpose.
- x. Carryout the trimester and final audit of the Company.
- xi. Reminding of unsettled budget (*pointed out by the auditors*) of concerned department to concerned/ responsible personnel for clarification/ settlement and recommending for action, if required.
- xii. Clarification and settlement of the unsettled budget/cash/financial issues pointed out by the auditors.
- xiii. Duly deduction of tax from the employee, hired experts, logistics, transportations, etc. as per the prevailing rules and regulation of the nation.
- xiv. Prepare vouchers; carry out data entry in computerized accounting system, filing, handle petty cash, banking transactions, payments etc.
- xv. Prepare bank/ cash reconciliation and other financial statements as required.
- xvi. Draft correspondences to related department managers on issues of financial decisions and order from higher management.
- xvii. Check the expenses submitted by different projects and sister companies for authorization, and making recommendation to the MD for approval.
- xviii. Development and update of the financial progress sheet of different projects, sister companies and VUCL itself in the standard format and/or in the format prescribed by the line ministry.
- xix. Interact and assist the seniors of same/other divisions of the organization from time to time as per requirement.
- xx. Perform any other duties assigned by the Company.

Agreed and accepted by: Position holder

Name:.....

Signature:.....

Supervisor

Name:.....

Signature:.....

Date:

Approved By: Managing Director

Name:.....

Signature:.....

Date: