

# Job Description

Youth Alliance for Environment (YAE)

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<b>Position Title</b>	Finance and Administration Officer
<b>Duty Station</b>	Kathmandu
<b>Reporting</b>	Team Leader/ Chairperson

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## **About the Organization:**

Youth Alliance for Environment (YAE) is a national NGO working in the diverse fields of Environment and dedicated to conservation of living planet with the vision to harmonize the relation between environmental conservation and developmental activities through promotion of sustainable development. YAE has been continuously working for Climate Change Adaptation and Mitigation, Disaster Risk Management, Forest and Biodiversity Conservation, Capacity Building and Policy Advocacy and Research.

Please refer to the website [http://yae.org.np/about us/](http://yae.org.np/about_us/) for more information

## **Role of the Position**

The Finance and Administration Officer reports to the Team Leader and is responsible for providing effective and efficient financial and administrative services. This position is subject to a probation period of 3 months.

## **Duties and Responsibilities**

### **1. Financial Administration**

- Assist with preparation of the budget
- Implement financial policies and procedures
- Establish and maintain cash controls including deposits and donations
- Establish, maintain and reconcile the general ledger
- Monitor cash reserves and investments
- Reconcile and acquit grant and funding income
- Prepare and reconcile bank statements
- Establish new and maintain existing supplier accounts
- Process supplier invoices
- Maintain the purchase order system
- Ensure data is entered into the system
- Issue cheques for accounts due
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Maintain financial files and records
- Maintain all relevant insurance policies
- Prepare income statements

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- Prepare balance sheets
- Receive and verify invoices
- Process and record petty cash transactions
- Maintain the assets register
- Reconcile accounts
- Submit staff time sheets for payroll processing
- Liaise with the auditor to produce an annual financial statement
- Order and collect office consumables, stationery and other supplies.

## **2. Administrative Duties**

- General reception duties including: screen calls, respond to general telephone, email and fax enquiries.
- Establish and maintain a range of basic databases and records systems including; mailing lists membership details office records others as required
- Process inward and outward mail.
- Filing
- Attend meetings as required
- Collate and mail out invitations
- Distribute meeting documents
- Take Minutes when required
- Produce Financial statements
- Book carer support for Board members
- Provide administrative assistance to the Team Leader and
- Perform other related duties as required by the Team Leader

## **Required Qualifications**

### **1. Education and Experience**

Bachelor's degree in Business Administration, Accounting or Management preferably with two year of demonstrable experience in a similar role in I/NGOs. Master's degree in related field with one year of experience is preferable.

### **2. Knowledge**

- Good understanding of accounting principles including accrual accounting, reconciliations, general ledger journals and preparedness to learn more complex principles
- A high level of knowledge and competency in Microsoft Office especially Word, Excel, PowerPoint and Publisher
- Experience in the use of Microsoft Outlook
- Experience in general reception duties

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**3. Personal Qualities/Skills** Commitment to the Vision and Mission Statement of Youth Alliance for YAE

- Demonstrated team work skills
- Commitment to ongoing professional development
- Good communication skills with a wide range of people
- Fluency in English and Nepali both written and spoken
- Experience in providing general support in a small team
- Attention to detail and good time management and self-organizational skills
- Hardworking, honest and able to work under minimal supervision

## **How to Apply**

Please send your Application addressing the Essential Requirements, along with a CV to [info.yae@gmail.com](mailto:info.yae@gmail.com) with the position title in subject line by 9<sup>th</sup> March, 2018 Friday.