

Blue Diamond Society(BDS) announces vacancy for the post of **Assistant Admin/Finance Officer for Bhaktapur District** under Save the Children Project. The details of the vacancy is below.

Vacancy Announcement

Blue Diamond Society (BDS) is a network comprising groups in more than 35 cities. Its work encompasses HIV/AIDS prevention, care and support and the promotion of Human Rights for sexual and gender minorities in Nepal. BDS announces vacancy for the following position:

Assistant Admin/Finance Officer- Bhaktapur

Under the guidance of District Project Officer and Central Team, Assistant Admin/Finance Officer will be responsible to maintain the account books of the project, keep all staff records (leave, contracts, HR Development etc), prepare vouchers and payment slips, payroll sheet, ensure that all invoices, bills and receipts are conform to Nepal tax laws while at the same time fulfill the criteria of the donor's requirements, prepare timely financial reports, maintain inventory records of the project assets etc.

Qualification:

- Bachelors running in Accounting, Finance, Commerce
- At least 1 year of previous experience working with NGO/INGO
- Good knowledge of Nepal's tax laws and regulation
- Familiar with MS-Office package
- Fluent in Nepali, English

Please send/drop your application with recent CV and two referees to the following address by Sunday- April 2, 2017 within 5.00 pm. Only short listed candidates will be called for further selection process. Telephone inquiries shall not be entertained. People from Sexual and Gender Minorities are highly encouraged to apply.

E-mail: bds.jobs2012@gmail.com

Blue Diamond Society, Dhumbarahi, Kathmandu, Nepal