

Nepal Herbs

Media/Entertainment

kathmandu

<http://nepalherbs.org.np/index>

Account And Admin Officer

Basic Information

Job Category : Media/Entertainment

Job Level : Top Level

No. Of Vacancies : 1

Employment Type : Full

Job Location : Kathmandu

Offered Salary : -

Apply Before : 2026-01-10 (1 Days, 17 Hours From Now)

Job Specification

Education Level : Bachelor Degree

Education Required : Bachelor

Experience Required : Greater Than

Other Specification

Qualifications:

1. Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
 2. Proven experience in accounting or finance roles, with familiarity with accounting principles and practices.
 3. Strong analytical skills and attention to detail, with the ability to accurately reconcile financial data.
 4. Proficiency in accounting software (e.g., QuickBooks, Xero) and MS Office applications (Excel, Word, Outlook).
 5. Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
 6. Strong interpersonal and communication skills, with the ability to interact effectively with team members and external stakeholders.
 7. Ability to work independently with minimal supervision, as well as collaboratively within a team environment.
 8. Prior experience in administrative roles is an advantage.
 9. Knowledge of HR processes and regulations is a plus
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Job Description

Key Responsibilities:

Accounting Responsibilities:

1. Process accounts payable and accounts receivable transactions accurately and in a timely manner.
2. Reconcile invoices and receipts with financial records to ensure accuracy.
3. Prepare and maintain financial reports, including balance sheets, profit and loss statements, and cash flow statements.
4. Assist in budget preparation and monitoring expenditures to ensure compliance with budgetary constraints.
5. Conduct periodic audits of financial documents and procedures to identify discrepancies and ensure adherence to regulatory requirements.
6. Collaborate with external auditors during annual audits and provide necessary documentation and support.

Administrative Responsibilities:

1. Provide administrative support to the team, including scheduling meetings, managing calendars, and making travel arrangements.
2. Maintain office supplies inventory by checking stock levels and ordering supplies as needed.
3. Handle incoming and outgoing correspondence, including mail, emails, and phone calls.
4. Assist in organizing company events, meetings, and conferences.
5. Manage office facilities, including coordinating repairs and maintenance, and liaising with building management.
6. Assist in HR-related tasks such as maintaining employee records, processing payroll, and coordinating recruitment activities.
7. Ensure compliance with company policies and procedures, as well as relevant regulations.