
A leading Hydropower

Nepal

Accountant Officer

Basic Information

Job Category : Administrative/Office Support

Job Level : Entry Level

No. Of Vacancies : 1

Employment Type : Full Time

Job Location : Baluwatar

Offered Salary : 20000 - 35000

Apply Before : 2026-01-10 (30 Days, 21 Hours From Now)

Job Specification

Education Level : Bachelor Degree

Education Required : Bachelor

Experience Required : Greater Than 2 Years

Other Specification

1. Bachelor's degree in Accounting, Finance, or a related field.
 2. Proven experience as an Accountant within the hydropower industry or related sectors.
 3. Strong knowledge of accounting principles, financial reporting standards, and taxation laws in Nepal.
 4. Proficiency in accounting software (e.g., Tally, QuickBooks) and Microsoft Office Suite, particularly Excel.
 5. Excellent analytical skills and attention to detail.
 6. Ability to work independently, prioritize tasks, and meet deadlines in a dynamic environment.
 7. Strong communication and interpersonal skills, with the ability to collaborate effectively with colleagues at all levels.
 8. Nepali citizenship and fluency in both English and Nepali languages.
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Job Description

1. Manage all aspects of financial accounting, including accounts payable, accounts receivable, general ledger, and bank reconciliations.
2. Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements, on a regular basis.
3. Ensure accuracy and completeness of financial records by reconciling transactions and resolving discrepancies in a timely manner.
4. Coordinate with other departments to gather financial data and provide support for budgeting, forecasting, and financial planning processes.
5. Prepare and file tax returns, including VAT, income tax, and other regulatory filings, in compliance with government regulations.
6. Assist with internal and external audits by providing necessary documentation and explanations of financial transactions.
7. Monitor cash flow, manage banking activities, and ensure timely payment of invoices and expenses.
8. Maintain accounting software and systems, ensuring data integrity and security.
9. Stay updated on changes in accounting standards, tax laws, and regulatory requirements relevant to the hydropower industry in Nepal.
10. Provide financial analysis and insights to support decision-making processes and improve financial performance.
11. Participate in special projects and initiatives as assigned by management.