

Terms of Reference

Assistant – Partner Report

Position: Assistant – Partner Report

Location: GNI Head Office, Lalitpur

Application Deadline: August 1, 2021

Starting Date: September, 2021

Duration of Contract: One year with the possibility of extension

Gross Salary: 5,47,740/annum

Background

Good Neighbors International (GNI) is an international non-profit humanitarian organization established in 1991 in South Korea and has been working in 40 countries around the world. In Nepal, GNI Nepal has been working since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating in 19 districts in Nepal.

The Assistant – Partner Report will be stationed in GNI Nepal Head Office and reports to Coordinator - Finance

Job Description

A. Reporting

- Check and confirm reporting of partner organization
- Compile expenditure of partner organization

B. Cash Flow and Fund Management

- Review cash balance of partner and report accordingly

C. Confirm payable and receivable

- Review payables and advance status of partner on periodic basis

- Report any anomalies in payables and advance

D. Documentation

- Check and confirm monthly and periodic finance report from partners
- Archive the financial reports for further process in the department

E. Other Duties

- Perform other duties and responsibilities as instructed by the supervisor

Job Specifications

The candidates should have the following key job requirements and skills:

- At least one year of experience in account
- Should have completed Secondary Level Education
- Good knowledge in Accounting Software
- Good skill in reconciling financial report and variance report analysis
- Should have positive attitude, honesty and integrity

NOTES:

- Locals, especially women and members of ethnic or marginalized communities are encouraged to apply for this position
- Applications received after the closing date will not be considered and only shortlisted candidates will be notified for the interview
- Canvassing at any stage of the recruitment process shall lead to automatic disqualification of the candidate.