

JOB DESCRIPTION

INTRODUCTION

Position	:	Officer level
Department	:	Finance & Admin
Reporting to	:	Chief Finance Officer

Key Responsibilities

KEY RESPONSIBILITIES:

Procurement

- Prepare annual budget for procurement of Goods & Service and general office administration.
- Check purchase requisition and forward to concerned for authorization and issue purchase order.
- Check budget and accelerate the process of approved procurement till the delivery of goods/service.
- Support on RFP preparation and finalization, float RFP and conclude procurement of goods & service.
- Initiate quotation collection, comparison, and recommendation for procurement of goods & Service.
- Negotiate with vendors for best value for money.
- Review of service agreement of vendors (Goods & Service) and maintain complete detail with tracking and ensure timely renewal.
- Check Goods Received Note and make entry in stock book and ensure proper recording and issuance
- Regular correspondence with suppliers/vendors/banks/regulatory authorities and ensure proper filing.
- Update on fixed asset register in case of procurement and disposal with complete details.
- Conduct physical verification of assets and inventory once in a year.
- Others on need basis as instructed by management/HoD.

Administration

- Overall day to day office management.
- Ensure general administration and maintenance of the office.
- Arrange for proper filing of all office documents.
- Maintain proper safety of office assets.
- Oversee and supervise the work of subordinate/s.
- Initiate and complete physical verification once a year
- Ensure the disposal/ repair and maintenance of assets.
- Prepare letter/agreement/correspondence to suppliers/vendors/banks/regulatory authorities and ensure its execution.
- Others on need basis as instructed by management/HoD.

General

- Closely work with HR and Head Finance & Admin.

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- Assist in Internal and statutory and other Audit process.
- Administration task as per assigned by management/HoD on need basis.

Job Specification

- Excellent Analytical and Negotiation Skill
- Adaptable mindset
- Excellent knowledge in Fintech solutions/services, new innovations in Fintech sector
- Excellent verbal and written communication skill (English & Nepali).
- Strong interpersonal and communication skill.
- Independent while working with a high team spirit
- Efficient and excellent time management skills

Qualification

- Bachelor's degree in Management or related field. Semi-qualified CA preferred
- 3 to 5 years experience in related field.
- Age should not exceed 40yrs

Individuals with required qualification are encouraged to send their resume by visiting: hr@neps.com.np by 2nd October 2023, 5 pm. For detail job profile, please visit: www.neps.com.np