

## Overview

*Open Learning Exchange (OLE) Nepal is a social non government organization dedicated to enhancing teaching-learning in schools through the integration of technology and to provide uniform access to quality educational materials across different geographic areas and socio-economic strata.*

*OLE Nepal develops and distributes free educational content, trains teachers to integrate technology in classrooms, implements technology interventions in rural schools, and helps build local capacity in technology and education.*

The following is the job description for **Admin-Accounts Associate** that OLE Nepal is seeking for USAID Equity and Inclusion in Education Project in Karnali and Madhesh provinces. The job is based in Lalitpur with requirement of travel to the project sites.

## Job Description:

**Summary:** The person is responsible for providing administrative, accounts and program support to the project of the organization.

## Specific Responsibilities:

1. Coordinate with the the program manager and team for scheduling meetings, appointments, and travel arrangements
2. Handle document creation, formatting, filing, and retrieval, both in physical and digital formats for easy access and retrieval
3. Maintain files, records, office consumable items
4. Maintaining inventory records
5. Procurement of office supplies, equipment & necessities training materials
6. Arrangement of **logistics** for the staffs, trainings & meetings
7. Correspondence and typing (English/Nepali)
8. Management of office space, furniture, equipments, utilities and **reception desk tasks**
9. Support the preparation of reports, presentations, and documents for internal and external use
10. Facilitate communication with external partners, vendors, and stakeholders as needed
11. Liaising with technical team in supporting and troubleshooting basic technical issues
12. Effectively manage tasks, priorities, and deadlines
13. Undertaking additional office and program tasks as assigned by supervisors or management
14. Recording transactions, preparation of vouchers, maintaining ledgers
15. Preparation of monthly bank reconciliation
16. Preparation and filing of TDS & E-tds
17. Review and process accounting documents
18. Collaborate with project team to ensure that accounting/financial records and reporting align with project objectives and compliance requirements
19. Report to the Accounts and Administration Lead and/or Project Manager.

**Requirements:**

1. Minimum Bachelor's degree in Business Administration and Accounting with a focus on Administration and Accounts
2. Minimum three years experience in an administrative and accounting role
3. Proficiency with office software ,accounting software and tools (e.g., email, office package, scheduling software, document management systems)
4. Strong communication skills in English and Nepali language
5. In-depth knowledge of administrative & accounting record-keeping , vouchering and filing practices
6. Awareness of confidentiality and ability to prioritize workload.
7. Willing to frequent travel to remote areas
8. Ability to negotiate, work within a team and under pressure
9. Ability to analyze figures and knowledge of accounting principles
10. Police report would be required prior to joining

**How to apply:**

Apply by sending application and curriculum vitae to [jobs@olenepal.org](mailto:jobs@olenepal.org) by **Deadline July 5, 2024**.