

Job Description

Project Accountant

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 **Project Accountant** that OLE Nepal is seeking for USAID Education: Equity and Inclusion 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 will be responsible for maintaining accounting matters related to assigned projects within an organization.

Specific Responsibilities:

1. Recording transactions, preparation of vouchers, maintaining ledgers
2. Preparation and closing of accounts at regular intervals
3. Preparation of internal accounting reports and audit reports
4. Preparation of monthly bank reconciliation of projects
5. Preparation of monthly staffs payroll, social security fund provision/ management
6. Preparation and filing of TDS & E-tds
7. Coordination with central and local government agencies regarding tax, accounting and administrative matters.
8. Maintaining inventory records
9. Review and process accounting documents
10. Controlling project costs by maintaining accurate cost information, forecasts, budgets, and identifying opportunities for financial improvement and cost reduction
11. Maintaining accurate project accounts and analyze variances for adjustments monitor expenses
12. Collaborate with project team to ensure that accounting/financial records and reporting align with project objectives and compliance requirements
13. Coordinate accounting audits or reviews to determine accuracy and validity of accounting/financial records
14. Estimation of project costs
15. Coordinate with Procurement Officer in controlling vendor accounts and purchase orders
16. Perform relevant tasks and duties as assigned by management as applicable
17. Traveling to project sites as needed
18. Report to the Accounting Supervisor and/or Project Manager.

Requirements:

1. Minimum Bachelor's in accounting, or similar field
2. Thorough experience in project accounting, or a similar role preferred
3. Knowledge of relevant accounting regulations and compliance standards for projects and grants

4. Ability to communicate information effectively to non-financial stakeholders
5. Knowledge of national/international accounting standards
6. Familiarity with donor reporting and grant expediting processes
7. Good problem-solving skills for addressing financial challenges in projects
8. Knowledge of computer use and office softwares
9. Familiarity with accounting software/packages eg. Tally and proficiency in excel, spreadsheets etc.
10. Police report would be required if selected

How to apply:

Apply by sending application and curriculum vitae to jobs@olenepal.org by **December 24, 2023**.