Kathmandu University (KU) is an autonomous, not-for-profit institution of higher learning dedicated to maintaining high standards of academic excellence. Pursuing the mission of providing quality education for leadership and leadership in quality education, KU is in the forefront of knowledge industry in the fields of science, engineering, management, education, arts, law, humanities, and medical sciences.

KU is looking for committed, competent, and qualified Nepali professionals to take up permanent non-teaching positions in its Central Office and Schools.

Position: Account Officer (O1)

Required Number: One

Job Description:

- Prepare journal entries and update general ledgers account for monthly revenue and expenditure transactions, analyze and reconcile accounts to the general ledger as required.
- Maintain and improve bookkeeping and accountancy systems including: Monthly Bank reconciliation’s and trial balances, Bank receipts and payments
- Assist in preparing annual accounts for audit.
- Prepare the payroll of the staff working
- Prepare required financial reports.

Minimum Qualification Required:

Master degree in related discipline with Second Division

OR

Four years of Bachelor degree in related discipline (First Division) AND 2 years of work experience from a reputed organization

OR

Bachelor degree in related discipline with second division AND 6 years or more years of work experience in Assistant Level or above from a reputed organization

Competencies

- Knowledge of general accounting practices and concepts, internal control systems, financial reporting, current tax system
- Ability to develop budgets and plans, prepare quality financial reports, analyze the financial data & records, resolve the problems or situations that require sound judgment,
- Ability use computer and related soft-wares for financial functions
- Update knowledge on national and international financial issues
- Ability to communicate, negotiate and maintain relations with employees, external experts and agencies individually and collectively, make verbal presentations in individual and group environment
- write reports, and guidelines of professional standards both in English and Nepali
- convince, counsel, advise and train people as needed
Professional Experience and Critical Attributes

- Experience in the financial related functions
- Decisiveness, helping and problem-solving orientation, supportive behavior, patience, stress tolerance, interpersonal orientation, development orientation.

Documents required: Attested copies of mark sheets of all academic qualifications/ transcripts, citizenship certificate, work and professional experience certificates (both existing and previous), training certificates. Three recent PP size photographs should also be attached, and six copies of Curriculum Vitae

Potential candidates will require completing an application form available from July 10, 2016 on payment of Rs. 500 from Kathmandu University Central Office, Duhlkeh (Tel # 011 66 13 99/ 011 66 15 11) from 10 AM to 3 PM on working days. Application form can also be downloaded from KU webpage. The completed application form must be submitted along with necessary documents not later than July 31, 2016 to KU Central Office, Duhlkeh, Kavre.

The shortlisted candidate must make a payment of cognitive and performance test, group discussion and interview fee of Rs 1200 for Officer at the time of collecting admit card.

Salary and benefits will be as per the rule of the University.

Only short-listed candidates will be contacted for further selection process as per the KU selection guidelines.

Registrar
Kathmandu University
Dhulikel, Kavre
Phone: (011)661399, www.ku.edu.np