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 Assistant (S1)

**Required Number:** One

**Job Description**

- Preparation of accounting voucher and entry in related soft-wares
- Bank and income reconciliation
- Payment to supplier
- Calculations of Tax
- Preparation of pay roll sheet
- Preparation of trail balance and other related reports

**Minimum Qualification Required:**

Bachelor Degree in related discipline with second division

OR

Intermediate degree in related discipline with second division AND five years of experience in related areas from a reputed organization

**Important Note: Work Experience should be after completion of minimum required Degree**

**Knowledge and Competencies**

- Knowledge of general accounting practices and concepts, financial reporting, current tax system, reconciliation
- Ability to prepare financial reports, and use computer and related soft-wares for financial functions
- Update knowledge on financial issues
- Ability to communicate, negotiate and maintain relations with employees,
- write reports, of professional standards both in English and Nepali
- convince, influence people as needed

**Professional Experience and Critical Attributes**

- 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, Dhulikhel (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, Dhulikhel, Kavre.**

The shortlisted candidate must make a payment of cognitive and performance test, group discussion and interview fee of Rs.1000 for Support staff 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  
Dhulikhel, Kavre  
Phone: (011)661399, [www.ku.edu.np](http://www.ku.edu.np)