

## Vacancy Announcement

**Background ECEC:** Early Childhood Education Centre Pvt. Ltd. is a teacher training center which focuses on learning & development of young children (Pre and Primary school level). ECEC also gives consultation to schools, Parenting Seminars, Principal seminars, leadership training and other related training. As a further step in the development of the organization; we are looking for enthusiastic, capable and self-motivated candidate for the following post.

### 1 Position Title: Senior Accountant

#### Key Responsibilities:

- Oversee accounting operations
- Oversee fixed assets management including procurement and coding of new assets and annual verification
- Ensure proper record keeping, reconciliation and management of training and production materials
- Prepare annual budget
- Record keeping of financial transactions
- Manage and report financial records, receivables and payables
- Handle cash and bank balances
- Reconcile general ledger accounts, bank and cash balances
- Prepare financial statements
- Calculate payroll
- Calculate and pay monthly VAT returns and tax deductions
- Manage audits
- Ensure compliance of company's financial system with accounting standards and regulations
- Supervise finance staff

#### Qualification Required:

- Master's in Business Studies/Administration
- Training Financial Management & Accounting methods
- Ability to work on Office Package, e-mail and internet, Money Works, Swastik and Tally
- Fluent in both English and Nepali language (written and spoken)

#### Experience:

- Min. 4 years of experience

#### Personal Qualities:

- Competent in organizing & planning
- Polite, honest, punctual
- Team Player
- Pro-active, taking initiative
- Demonstrating a desire to live out the values of ECEC (Love, Integrity, Cooperation & Creativity)
- Able to work under pressure

If you are interested you may contact ECEC office for **Application Form** for the above position.

All required documents must be received no later than **5:00 PM on June 26, 2023**.

Applications received after the submission date will not be considered.

**ONLY SHORT LISTED CANDIDATES WILL BE CALLED FOR AN INTERVIEW**

N.B. ECEC reserves the right to appoint or postpone appointment without giving any reason

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