

Chartered Accountant Job Description (TOR)

Title: Chartered Accountant (Financial Analyst)

Location: Head Office, Kathmandu

Manage financial systems and budgets and undertake financial audits of Multiple Projects under RM Banner.

1. Review the company's financial and business systems and analyze possible risks.
2. Maintain accounting records and prepare accounts and management reports for management review.
3. Maintain effective liaison with internal and external auditors and deal with financial irregularities.
4. Produce recommendation reports post auditing to assist the management in making informed business decisions.
5. Problem-solving to determine where errors might be occurring or to suggest ideas that would benefit the client, such as ways to limit tax liability.
6. Arrange financial management reports including financial planning and forecasting.
7. Prepare MIS reports and report to top level management on monthly basis within 10 days.
8. Ensure all expenses are accounted as per accounting principles, in compliance with contracts and in line with chart of accounts, if any.
9. Ensure Compliance of Income Tax Act, 2058 and other relevant acts.
10. Ensure economy, efficiency and effectiveness in expenditure of the Company.
11. Support Sr. management of RM Group on various financial related matters on an on-going basis.
12. Any other duties and responsibilities that may be assigned by the concerned authority.

Job Specification

Qualifications : Chartered Accountant

Experience : Minimum 2 years of experience in Management/relevant field with preferably demonstrated outcomes in the field of financial analysis.

Person Specification

Knowledge : Financial Management and analysis knowledge in hydropower projects

Special Attributes : Time Management skills, interpersonal skills, evaluation skills, IT skills

Salary : Commensurate with the experience, qualification and the Company rule