



Job Description of Finance Assistant

DUTIES AND RESPONSIBILITIES:

The Finance Assistant will work under the supervision of Finance Manager and also will provide support to other professional staff members of the Secretariat. The job requires interaction with multi-cultural professionals and excellent communication in English with knowledge of French preferably. Routine jobs include:

Regular Accounting and Financial, Audit related work:

- Prepare payment authorization for third party bill and take signature from proper authority according to PPD policy.
- Going to the bank for all types of financial transaction like all types of wire transaction, dollar purchase cash with draw, fund transfer, FD related work, GP pay order related work.
- Cheque payment to the third parties, take the money receipts and keep it with the related voucher.
- Ensure all types of voucher like payment, receive, journal, contra are signed by proper authority.
- Assist Finance Manager at time of External Audit with proving the auditor voucher files.
- Safe guarding of cheques and petty cash properly in the Locker.
- Giving logistic support to Finance as and when necessary.
- Provides any other assistance and as and when required
- Monthly checking of All files related to finance

Inventory Management cooperation with Admin

- Quarterly physical counting of stock & update stock register with the stock requisition
- Prepare quarterly inventory report and submit to Finance & Admin.
- Prepare stock/office supplies replenishment report and submit to admin for procurement.

Qualifications and Competencies required for the Job:

- Minimum Graduate degree in Accounting from a reputed university
- Minimum two years' experience with any UN/ International Organization/ corporate house in a similar position
- Excellent communication and writing skills in English & preferably in French.
- Excellent knowledge in Computer (MS Word, MS Excel, Power point, Internet and E- Fax)
- Knowledge about accounting software Preferably in Tally ERP 9 is required.