

VACANCY

Centre for Agro-Ecology and Development (CAED) is a national level NGO working broadly on social justice issue with marginalized groups, Dalit, women and indigenous people. The organization mainly works in the remote areas throughout the country. CAED is looking for competent candidates for the following position to work in its Kathmandu office.

Position: Admin and Finance Officer (Part Time)

Duration of Contract: One year with possibility of extension

Major Duties and Responsibilities:

- Responsible for addressing day to day financial issues, regular financial transactions and book keeping, voucher raising,
- Preparing periodic financial reports as per the requirement of the project, budget forecast, expenditure analysis
- Responsible for the monitoring of financial transactions and budget vs. expenses
- Guide the project team about the financial regulations of the government, including tax and audit regulations, online banking etc.
- Petty cash handling.
- Ensure timely update of inventory record and proper use of office assets/equipment, etc.
- Ensure maintaining of log book of vehicles, proper servicing, timely renewal of insurance policy and road tax etc.
- Logistic arrangements (ticketing/vehicle hiring, hotel booking, training/workshop venue booking etc.) as per the need of the organization

Requirements and Competencies:

- Has a Bachelor's Degree in accounting, finance, business administration and/or management with at least 3 years of relevant experience in the relevant field.
- Has good knowledge of accounts, accounting system and accounting software such as saralbooks and Tally.
- Has knowledge about Tax, VAT, eTDS, IRD Taxpayer Portal, Connect IPS, online/internet banking systems and services
- Has good computer skills such as MS Office, especially MS Excel, PowerPoint, MS Word, and Google Apps such as Google Meet and Google Drive
- Ability to work under pressure and to meet deadlines with honesty and a high level of integrity.
- Is analytical and committed to enhance cost effectiveness of activities/events and maintain financial health of the project
- Is proficient in English and Nepali languages- both written and spoken.
- Have knowledge and experience of project management, implementation and monitoring
- Able to cope with stress and work under difficult circumstances.

Applying Procedure:

Please submit your application mentioning expected salary along with updated CV and contact address with two references by **5:00 PM, Wednesday 14 August 2026** via email:

<caedvacancy@gmail.com>.

Competent candidates from marginalized groups, women, Dalit and indigenous people will be given preference.

Only shortlisted candidates will be called for written assessment and interview.