

## **Job Title: Accounts Officer**

**No. of Vacancy: 01**

**Reports to: Accounts Head**

**Company: Alpha Capital Limited**

**Employment Type: Full-time**

**Department: Accounts Department**

**Location: Gyaneshwor**

Alpha Capital is seeking a detail-oriented and experienced Accounts Officer to manage financial records, ensure compliance with regulations, prepare reports, and support the organization's overall financial health. The ideal candidate will possess strong analytical skills, attention to detail, and proficiency in accounting software and financial principles.

### **Key Responsibilities**

- Prepare and maintain accurate financial records and reports.
- Reconcile bank statements and general ledger accounts.
- Ensure compliance with all applicable tax laws and financial regulations.
- Assist in the preparation of monthly, quarterly, and annual financial statements.
- Monitor and manage budgets, forecasts, and financial planning.
- Process accounts payable and receivable transactions.
- Support audits by providing necessary documentation and explanations.
- Conduct regular financial analysis and reporting to management.
- Ensure timely closing of financial periods (monthly/year-end).
- Handle payroll accounting and statutory payments (e.g., TDS, PF).
- Perform any ad hoc tasks assigned by the Department Head or Managing Director.

### **Qualifications**

- Master's degree in Accounting, Finance, or a related field.
- 3-5 years of experience in accounting or finance roles.
- Experience with accounting software such as Tally.
- Strong knowledge of accounting principles and standards.
- Proficient in Microsoft Excel and financial reporting tools.
- Excellent analytical and problem-solving skills.
- High attention to detail and organizational skills.
- Strong communication and interpersonal abilities.

### **Benefits**

- Competitive Salary
- Opportunities for Professional Growth and Development
- Paid Time-Off (Annual Leave, Sick Leave, etc.)
- Contribution to Social Security Fund
- Supportive Work Environment and Additional Perks

Interested candidates are invited to submit their resume along with a cover letter that showcases their qualifications and enthusiasm for the Accounts Officer role. Please send these documents to [hr@alphacapitalnepal.com](mailto:hr@alphacapitalnepal.com)

*\* Only shortlisted candidates will be contacted for an interview.*