

## **JOB DESCRIPTION**

Position: Accounts Officer

Department: Finance & Accounts

No. of requirements: 02

Salary Range: NPR 40K- 50K (Negotiable for a suitable candidate)

### **JOB SUMMARY**

The main role of an Accounts Officer is to maintain accurate financial records and support the overall financial operations of the company. The role ensures proper management of accounting transactions, compliance with financial regulations, and the timely preparation of financial reports. The position also contributes to financial planning, analysis, and operational efficiency within the Finance Department.

### **KEY ROLES AND RESPONSIBILITIES:**

- Maintain accurate and up-to-date accounting records in compliance with company policies and accounting standards.
- Manage accounts receivable, accounts payable, corporate billing, and tax filings efficiently.
- Monitor cash flow and liquidity to support the company's financial stability.
- Assist in financial planning, budgeting, and forecasting to support strategic decision-making.
- Conduct regular reconciliation of financial accounts to ensure accuracy and identify discrepancies.
- Prepare and maintain accounting records and financial statements for assigned subsidiary companies on a quarterly basis.
- Ensure compliance with applicable accounting standards, financial regulations, and statutory requirements.
- Stay updated on changes in accounting policies, tax regulations, and industry best practices.
- Support audits and provide necessary financial documentation when required.
- Perform additional duties and responsibilities as assigned by management.

### **QUALIFICATIONS, EXPERIENCE AND SKILLS:**

- Master's degree in Accounting, Finance, or a related field.
- Minimum 3 years of relevant experience in accounting or finance, preferably in a similar role.
- Strong knowledge of accounting principles, financial reporting, and taxation.

- Familiarity with accounting software and ERP systems.
- Strong analytical and problem-solving abilities.
- High level of accuracy and attention to detail in financial record keeping.
- Good communication and interpersonal skills.
- Ability to work effectively within a team and meet deadlines.
- Understanding of tax regulations and compliance requirements.



# ALPHA CAPITAL LIMITED