



**EUROPEAN UNION  
DELEGATION TO NEPAL**

**VACANCY ANNOUNCEMENT**

Accounting Assistant  
Local Agent Group III  
(ref. 158944)

The Delegation of the European Union in Nepal seeks an "Accounting Assistant". The position is open to candidates residing in Nepal.

The selected assistant will work in a team with European and local staff of the Delegation. The assignment starts with a probation period of 3 months, after which the duration of the contract is unlimited.

**Overall purpose**

Under the authority of the Head of Administration, to offer administrative support to the Delegation, notably within accounting, human resources management and logistics of the Delegation.

**Required qualifications:**

1. Higher level diploma in Business administration, Accounting, Financial management or law (BA or equivalent would be an asset)
2. 5 years of professional experience in financial management
3. Language skills: Excellent written and spoken English
4. Good knowledge of accounting rules and procedures
5. Good knowledge of operating systems such as Windows NT, XP, 2000, 2003, 2010
6. Ability to learn rapidly the European Union IT applications related to accounting
7. Experience in working in international organizations will be considered an asset.

**Job Profile:**

Accounting Assistant:

- Maintain account structures for budgetary execution.
- Execute accounting transactions and reconcile outstanding transactions.
- Contribute to the supervision of the execution of payments through bank statements.
- Participate in year change activities (carry forward of outstanding documents, carry over of residual appropriations).
- Responsible for maintaining the Delegation inventory and assets in the IT application.
- Follow up on all aspects of VAT recovery.

Administrative tasks:

- Assist in administrative matters with the Protocol related to personnel, including visa requests.
  - Manage leave records for all staff and related filing.
  - Responsible for mission organisation and settlement.
  - Assist in the logistics for receptions and events in which the Delegation participates.
  - Act as a back-up for infrastructure and building matters.
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- Prepare purchase order for procurements of goods and services.
- Provide necessary services for the smooth running of equipment and its maintenance.
- Manages the drivers programme to ensure smooth coordination.
- Assist in maintaining appropriate stock of office stationary and equipment.

### **Remuneration Package:**

Salary will be set according to the existing salary grid of the EU for local staff in Nepal, depending on the number of years of relevant professional experience.

### **Applications should be comprised of:**

1. A cover letter setting out briefly the candidate's motivation and suitability for the position.
2. A completed CV.
3. The name, position and detailed contacts (tel, fax, e-mail) of three references, one of them being from the last employer.
4. Any pertinent recommendation letter(s) that the candidate may wish to add.

Applications should be sent to the following address and **must arrive in the Delegation no later than 14 November at 15:00hrs local time** indicating clearly the reference on the envelope for which job the candidate applies:

Head of Administration  
(Vacancy Announcement ref. 158944)  
Delegation of the European Union to Nepal  
Uttar Dhoka Sadak, Lainchaur  
Kathmandu

Or by e-mail to [Delegation-Nepal-Vacancies@eeas.europa.eu](mailto:Delegation-Nepal-Vacancies@eeas.europa.eu) clearly stating the name of the applicant and the reference in the subject line.

Only short-listed candidates will be contacted at a later stage for an interview.

**Candidates must abstain from contacting the Delegation for information on the selection process. Any candidate that in any way tries to influence the Selection Committee will be disqualified immediately.**

Full confidentiality will be assured.