



# Internal Vacancy Announcement

Date of Publication: 24 January 2025

ADRA, the global humanitarian organisation of the Seventh-day Adventist Church, is dedicated to delivering relief and development support to individuals in more than 120 countries – regardless of their ethnicity, political affiliation, gender, or religious association. By partnering with local communities, organisations, and governments, we ensure our programs are culturally appropriate and empower local capacities for sustainable change.

In Nepal, ADRA has been a trusted development partner for over 35 years, with expertise in health, livelihoods, education, and disaster risk management. We work with all three levels of government and with civil society nationwide, with a focus on the provinces of Madhesh, Bagmati, Lumbini, Karnali, and Sudurpaschim.

ADRA Nepal invites applications from suitable Nepalese citizens for the below Intern position:

## **Finance Officer- Intern/Trainee- (based in Country Office- Bakhundol, Lalitpur):**

The trainee will be performed under the overall supervision of the Administration and Finance Director, and he/she will be responsible for the following tasks:

- Prepare voucher and payment related documents
- Support finance team to prepare donor monthly financial report.
- Support country office finance team in record keeping and regular activities
- Conduct Field visit to the Partner NGOs (10 partner NGOs across Nepal) of ADRA Nepal for Financial Monitoring
- Follow up all previous Observation and provide status
- Support Finance team for closure of pending audit observation.
- Support FAD to prepare Monthly Management Report
- Support the Finance team in regular work if necessary.

## Qualification and Competencies:

- CA/ACCA (full or partial qualified) or MBA
- Prior work experience of 2 years
- Good writing and speaking in English
- Computer skills in MS Excel, MS Word, Microsoft Outlook
- Disciplined, eager to learn new things and attention to details, yet able to keep

**“ADRA is a Child Safe Organization with zero tolerance on Child abuse and screens applicants for suitability to work with children.”**

Suitable applicants are encouraged to submit written application, and a full resume /curriculum vitae).

Applications should be forwarded by email to [recruitment@adranepal.org](mailto:recruitment@adranepal.org) by **30 January 2025** before **16:00 hrs.**

*Only short-listed candidates will be called for further screening process.*