

JOB DESCRIPTION

Name:

Appointment date:

Post /Title: Account and Store Assistant

Category: II

Level: 6

Duration: Permanent Post

Duty Station: SCECO HQ., Naya Bazar, Salleri, Solukhumbu, Nepal

Accountability: Account/Store Assistant is accountable to as per the hierarchical order mentioned in The “SCECO Service Rules”.

1. ACCOUNTING

- Providing support to the Account Department.
- Daily update of Journal & Ledgers, Bank Reconciliation etc.
- Preparing and updating of sales/collection/dispatch reports.
- Preparing financial reports for senior management.
- Assisting in Audit and Taxation work.
- Performing basic accounting tasks, such as filing, data entry, bookkeeping etc.
- Processing transactions, and updating ledgers, budgets, etc.
- Assisting with audits, fact checks, and resolving discrepancies.
- Scan, file and log accounting documents
- Comply with the statutory requirements for taxation.
- To assist internal & external auditor.
- To perform other duties as given by the Finance Officer.

2. STORE/INVENTORY MANAGEMENT

- To assist store officer to carry out following activities
 - Maintain the store neat and tidy.

- Stock the materials in proper manner in the appropriate location code number wise and category wise.
- Carry out periodical physical verification and assess the stock position.
- Prepare purchase order and submit for signature of manager and send to different suppliers.
- Receive the goods supplied by the supplier.
- Manage Inventory Requisition, Purchase Orders Receipts, Materials Received Register (MRR), Storage, Dispatch, and Inventory Control.
- Preparation of MRN & MIN (Material Receipt Note & Material Issue Note) through Material Management Software.
- Executing all the Day-to-Day Stores Function as per the SOP (Standard Operating Procedure).
- Maintain all store reports.
- Maintain store stock register & Assets stock register.
- Prepare monthly store reconciliation statement.
- Maintaining Minimum Stock level of all consumables.
- Maintaining the proper Method of stock issue & maintaining the various levels of stock.
- Review of Store function of sites on daily basis.

3. MEETINGS

- Attend regularly meetings of SCECO's Staff and report the activities and status of inventory and stock management.
- Have regular exchange of information with the Management.

4. RELIEF STAFF

- In the absence of Admin/Store officer, store assistant assumes store officers duties.

CHANGES / MODIFICATION

- With the mutual consent this job description can be amended at any time. Major amendments have to be done in writing.

Hierarchical position and subordination as per "Service Rules SCECO" and its organization chart.

Approved by the Board of Directors on:

Acknowledgment:

Account/Store Assistant SCECO: _____ Date:

General Manager SCECO: _____ Date:

TOR updated on: