

## **Terms of Reference (TOR)**

**Position Title:** Account and procurement Assistant

**Institution:** Model Institute of Technology (MIT), Bagbazar Kamaladi, Kathmandu

**Job Type:** Full-time

**Required Number:** 1

Reporting Line: Account Officer

### **1. Preferred Discipline Areas of Specialization:**

To support the financial and accounting operations of the institution by ensuring accurate financial records, timely transactions, budget monitoring, payroll processing, and compliance with institutional policies and regulatory requirements.

### **2. Required Qualifications:**

- Bachelor's Degree in Management (BBA, BBS) or equivalent from a recognized institution
- Academic background with specialization or coursework in Accounting, Finance, or Management

### **3. Experience:**

- Minimum one (1) year of working experience in the accounting sector
- Experience as an Account Assistant or in a similar accounting role is preferred, with basic knowledge of procurement procedures, financial documentation, and institutional purchasing processes.

### **4. Main Roles and Responsibilities:**

#### **R.i. Student Fee Collection and Management**

- Collect student fees and ensure accurate recording of all payments
- Maintain student fee records and track outstanding dues
- Follow up on pending payments in coordination with administration and parents

#### **R.ii. Timely Bill Payments and Vendor Management**

- Ensure timely payment of utility bills, service charges, and vendor invoices
- Maintain organized records of all payments and invoices
- Track payment deadlines and conduct follow-ups to avoid delays

#### **R.iii. Expense Monitoring and Control**

- Monitor administrative and operational expenses against approved budgets
- Assist in reviewing expense reports and identifying discrepancies or irregularities
- Support cost control measures to ensure efficient use of institutional resources

#### **R.iv. Budget Preparation and Financial Reporting**

- Assist in preparing the annual institutional budget
- Support financial planning by compiling required data and reports
- Provide financial summaries and analysis to assist management decision-making

#### **R.v. Staff Expense and Cafeteria Management**

- Track and process staff expenses related to travel, office supplies, and work-related costs
- Ensure expenses comply with MIT policies and are properly documented
- Track, verify, and maintain cafeteria expense records for all employees
- Obtain employee signatures for expense verification and confirmation

#### **R.vi. Administration and General Accounts Support**

- Support day-to-day operations of the Accounts Department
- Perform administrative tasks, including filing, record keeping, and financial documentation
- Maintain and update accounting databases and systems
- Assist with data entry and documentation management

#### **R.vii. Compliance, Audit, and Reporting**

- Ensure compliance with internal financial policies and external regulations
- Assist in the preparation of financial reports and audit documentation
- Provide necessary financial data and records during internal and external audits

#### **R.viii. Upholding Organizational Core Values**

- Uphold integrity, transparency, and professionalism in all financial activities
- Ensure fairness, honesty, and accurate financial reporting
- Support programs that enhance education quality, student participation, and institutional growth
- Promote teamwork, respect, and inclusion among teachers, staff, parents, and stakeholders

### **5. Working Base:**

- Predominantly office-based (90%)
- 10% involvement in institutional financial coordination, meetings, and official activities.

## **6. Skills and Abilities:**

- Strong organizational, coordination, and time-management skills
- High attention to detail and accuracy in financial data handling
- Effective communication skills with staff, management, students, and parents
- Problem-solving, data analysis, and reporting skills
- Ability to work independently and as part of a team
- Adaptable and capable of managing multiple accounting tasks

## **7. Additional Responsibilities:**

The duties and responsibilities listed above are not exhaustive. The role holder may be required to perform additional tasks within reasonable limits of their skills and experience, as assigned by management.

## **8. Equal Opportunity Statement:**

Model Institute of Technology (MIT) is an equal opportunity employer. The institution encourages applications from qualified individuals regardless of gender, ethnicity, religion, caste, disability, or background. All hiring decisions are based on merit, qualifications, and institutional needs. For more information about MIT, please visit our website: [www.mitnepal.edu.np](http://www.mitnepal.edu.np).

**Note:** Priority will be given to candidates holding a valid two-wheeler driving license.