

Terms of Reference: Account Assistant**Position Title: Account Assistant****Institution: Model Institute of Technology (MIT)****Contract Type: Full-Time****1. About MIT:**

Model Institute of Technology (MIT) offers a diverse range of management and technology programs at both the undergraduate and graduate levels. With a firm commitment to academic excellence, MIT has established an affiliation with the International American University located in California, USA. Moreover, The College has received official approval from the Ministry of Education, Science, and Technology, Government of Nepal, which recognizes the high standards and quality of education imparted by MIT.

2. Position Overview:

The Account Assistant will provide essential support to the Account Department in managing all financial operations of MIT. The role involves handling daily financial transactions, including student fee collections, salary processing, bill payments, and managing staff expenses. The Account Assistant will also assist in preparing the annual budget, overseeing administrative expenses, and ensuring timely and accurate payments.

3. Key Responsibilities:**Student Fee Collection:**

- Collect student fees and maintain accurate records of payments and payment due follow-ups.

Timely Bill Payments:

- Track the payment of all bills, including utilities, services, and vendor invoices.
- Maintain records of all payments made and ensure that payment deadlines are met and follow-up.

Expense Monitoring:

- Assist in the preparation and review of expense reports, identifying discrepancies or areas of concern.

Budget Preparation:

- Assist in the preparation of the annual budget for the institution, ensuring all financial needs are accounted for.
- Provide financial reports and analysis to support budgetary decisions.

Payroll Management:

- Support the preparation of payroll for faculty and staff, ensuring that salary disbursements are processed accurately and on time.
- Assist in the preparation and timely release of staff salaries and benefits.
- Ensure accuracy in salary calculations, including deductions and allowances.

Staff Expense Management:

- Track and process staff expenses related to travel, office supplies, and other work-related costs.
- Ensure that expenses are in line with MIT's policies and properly documented.

Administration & General Accounts Support:

- Assist with the day-to-day operations of the accounting department.
- Perform administrative tasks such as filing, record keeping, and data entry related to financial documents.
- Maintain the accounts database and assist with data entry tasks.

Compliance & Reporting:

- Ensure compliance with internal policies and external regulations.
- Provide financial reports and assist in audits by providing necessary documentation and support.

4. Qualifications & Skills:

Education: A Bachelor's degree in Accounting, Finance, Business Administration, or a related field.

Experience: A minimum of 1 years of experience in accounting or finance roles, preferably in an educational or corporate setting or fresher's are also welcome to apply.

Skills:

- Strong knowledge of accounting principles and practices.

- Proficiency in Microsoft Office (Excel, Word) and accounting software (software that we use).
- Good organizational skills and attention to detail.
- Strong communication skills in English and Nepali (both written and verbal).
- Knowledge of payroll systems, budgeting, and financial reporting.
- Ability to handle confidential financial information with discretion.

5. How to Apply:

Interested candidates are invited to submit the following documents to:

Human Resource Department

Model Institute of Technology (MIT), Baghbazar, Kathmandu

1. Cover letter
2. Completed application form
3. Updated CV
4. Copy of citizenship certificate
5. Copy of latest academic degree

6. Equal Opportunity Employer:

Model Institute of Technology is an equal-opportunity employer and is committed to fostering an inclusive and diverse academic community. We welcome applicants from all backgrounds, including women, minorities, and individuals with disabilities.

For more information about MIT, please visit our website: www.mitnepal.edu.np