



2nd April, 2020

LOOM

House 142, Panchayan Marg
Thapathali, Kathmandu

VACANCY ANNOUNCEMENT

LOOM invites application from qualified individuals in finance unit for work starting 1st May 2020.

This announcement is for the following position.

Account Assistant - 1

All applications should be emailed to LOOM's official email address loom@loomnepal.org with required credentials no later than **22nd April 2020 by 5:00 PM.**

About LOOM -

LOOM works towards harnessing the collective power of women through multi-generational activism, where activists across ages and experiences connect, organise and transform the structures that obstruct our equality. We are a group of individuals and organisations dedicated to movement building, young women's leadership, sexuality and bodily integrity, LGBTQ rights, and feminist politics of the internet.

We aim to **bridge feminist leadership and collectives** of women's rights activists and between activists for learning and support, solidarity and sustainability;

Engage in Feminist Epistemologies as a process to collectively produce new and diverse knowledge that dismantles patriarchy, challenges the status quo and sets new agendas;

Advocate for recognition of sexuality as bodily autonomy and human rights rather than prevention of diseases and

Engage with the internet as a political space; we recognise that online violence is a manifestation of offline violence and we build and promote a digital movement that addresses such phenomena.

The following vacancy is open for women, and gender non-conforming people.

Position 1

Account Assistant

Are you a feminist? Do you have communications and time management skills; Are you a problem solver; can you work in a feminist space? Are you interested to prepare feminist budgets? Do you have experiences in excel and tally software?

Job Scope

The accounting assistant works in coordination with the finance and administration officer. The assistant will handle basic accounting duties, processing and recording transactions, assisting in audits, taxation compliances, carry out administrative tasks and maintaining documents, reconciliation of accounts, and preparing and planning financial reports and budgets.

This position calls for a basic managerial capacity and the ability to manage time efficiently between different programme areas of LOOM.

Required skills and knowledge:

- Willingness to consistently learn and take the organisation further;
- Personal commitment and passion to promote rights of women, girls and young people without refraining to conventional modalities of engagement;
- Skills and knowledge in developing financial reports and statements, basic office tasks such as book keeping, filing, data entry, tracking and working with people;
- In depth understanding of the political, social, economic and legal context of Nepal;
- You believe in collective power, participatory discussions, and grow together with the team
- Ability towards assisting audits, carrying out administrative tasks, handle petty cash and administration cost;
- Ideas to organise, facilitate and bridge skills and knowledge;

Required Qualification

- Academic qualifications: At least second year of Bachelors completed in Management, Finance or Account.
- Minimum of one year of working experience in accounting and accounting related field;
- Basic skills working with basic computer applications such as MS Excel and familiarity with data entry software (tally);
- Good command in both Nepali and English language. Must be able to type in Nepali. Knowledge of another local language will be an asset.
- ICT skills - MS Office, including familiarity with database management applications.