



“समूदायको भावना, दिगो विकास तथा पारदर्शिताको चाहना”

सामुदायिक विकास तथा पैरवी मञ्च नेपाल

(Community Development & Advocacy Forum Nepal)

केन्द्रिय कार्यालय, बर्दिबास, महोत्तरी, नेपाल

(Central Office, Bardibas, Mahottari, Nepal)

"CSO with accredited status with the Conference of the Parties to the UNCCD"

Vacancy Announcement

Date of publication: 2082/1/19 (2th May, 2025)

Summary:

This is a key support position under the operational and financial functions of the Common Approach Sponsorship Program {समुन्नति} and Child Sensitive Social Protection {पहुँच} Project in CDAFN Office, Bardibas. The purpose of this position is to assist the Finance Officer in day-to-day financial operations, reporting, compliance, and documentation. The position requires close coordination with project staff and other stakeholders to ensure timely and accurate financial transactions, record-keeping, and adherence to donor and organizational guidelines. This will require working closely with Project Staff, SCI and other stakeholder staff, and managing and supervising the subordinates.

Advertisement No.: 02/2081/082

Position: Finance Assistant

Required No.: 1 (one)

Required qualification, experience, skill and knowledge

- 10+2/or bachelor Degree in management, accountancy, or related field.
- At least 2 years of relevant finance/accounting experience, preferably in development organizations or NGOs.
- Candidate having work experience in accounting software and FAMAS accounting knowledge is highly preferred.
- Strong computer skills (MS Word, Excel, PowerPoint, Email & Internet).
- Good communication skills in English and Nepali.
- Ability to keep sensitive information confidential.
- Valid driving license and access to a motorbike/scooter is preferred.

JD is attached in this link. [Finance Assistant JD.pdf](#)

Period: December 2025 with extension as per working performance, resource available with 3 months trial period

CHILD SAFEGUARDING:

This position involves regular contact with children and young people. The Finance Assistant must adhere to child safeguarding, PSEAH (Protection from Sexual Exploitation, Abuse and Harassment), and CDAFN's Code of Conduct policies, including maintaining dual adult rules during any child-related field visits or engagements.

How to Apply:

Ability to work under pressure and within the tight timeframe. Interested candidates are encouraged to apply along with CV and cover letter to the email



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address official@cdafn.org.np clearly mentioning the position applying in the subject line addressing to The Human Resource Department, CDAFN, Bardibas or submit the hard copy to CDAFN, Bardibas, Mahottari within **9th May 2025 by 5:00 PM.**

Only shortlisted candidates will be contacted for further selection process. No telephone inquiries will be entertained, and any inappropriate recommendation might automatically disqualify the candidate from further processing. CDAFN respects child rights and strictly follows the child safeguarding policy of the organization. CDAFN is an equal opportunities employer and strictly follows the merit-based selection. Qualified female candidates or those from disadvantaged communities and local people with best-fit qualification and competencies are strongly encouraged to apply.

CDAFN reserves rights to qualify/disqualify applications in any case.

