

Job Title: Accounts Officer

Compensation: Negotiable

Location: New Delhi (on-site)

Reporting to: Finance Officer

Experience: 4-6 years

Start Date: Expected to join us Immediate

Key Roles and Responsibilities

- Create and maintain an accounting system that covers all elements of financial management, financial analysis and revisions, internal control and finance reporting for the organisation;
- Track project instalments and expenditures using all available analytic tools.
- Manage all financial transactions between vendors and donor.
- Keep all reimbursement records in order for accounting and tax evaluation purposes. Alert relevant staff of due payments and maintain appropriate communication and follow-up to facilitate efficient financial resource management.
- Assist in all the financial audits and scrutinies pertaining to projects and the organisation as a whole.
- Assist in developing financial reports as per donors' requirement and submission of timely report to donors.
- Maintaining appropriate files / records / documents towards meeting legal and statutory, donor requirements.
- Prepare various books of accounts, financial statements like receipts & payments, variance reports, budgets, TDS, Bank reconciliation statement.
- Create vouchers and payments in organisation for all internal and external stakeholders
- Maintain all accounting documents, organisational documents, calendar entries, bank statements, petty cash etc.
- Carry out any other duties as may be assigned to applicant.
- Applicants shall undertake any other activities as deemed necessary to achieve the objectives and goals of the organisation.

Qualifications and Experience:

- Inter CA and CMA preferred.
- Minimum of 4-6 years of accounting experience preferably with an international or local NGO.
- Familiarity with various donor related compliance and reporting would be desirable.
- Proficient in Tally, Excel, Word and PowerPoint is essential. Knowledge of other financial reporting software is a plus.
- Knowledge of TDS, FCRA and 12A / 80G related compliances is preferable.

- Strong written and oral communications skills in English and Hindi is essential;
- Strong sense of personal integrity, attention to detail and understanding of confidentiality and ethics is essential;
- Open to Indian citizens only.

Female candidates are strongly encouraged to apply.

How to apply

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **contact@pmspl.net.in**. **Please mention position name in the subject line.**