

## **Background of The Organisation**

The Organisation, established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance quality of life for all through the empowerment of marginalized and underprivileged communities in India. The organisation works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. The organisation also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and high poverty index in the North, North-East and East regions within specific states, as well as catering to lower-income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The organisation has reached more than 35 million beneficiaries through its programs. The organisation works with communities through direct implementation of projects on the ground in addition to providing local management and monitoring support to not-for-profit organisations in India funded through The organisation USA and RIST.

### **Job Purpose:**

We are looking for a Senior Associate- Finance & Accounts with excellent administrative and analytical financial skills to join our team. S/He is expected to examine and compile financial reports and be well acquainted with governmental regulations. To ensure success, Senior Associate- Finance & Accounts should be very detail-oriented and be problem-solver. S/He must also have strong mathematical and analytical skills.

### **1. General Information**

- Location: Pune
- Project Name: Majha Ghar
- Type of Employment: Contractual for a period of one-year, renewable basis on project requirements
- No. of Position: 01
- **Reporting to:** Project Director at Pune and dotted line to Group Senior Manager- Finance

### **2. Duties & Responsibilities:**

- Making monthly budget projection and utilization
- Maintaining and reviewing of invoices of vendors
- Preparing utilisation report, invoices in case of donor support.
- Maintaining records of all incoming and outgoing transactions and to ensure that each transaction corresponds to the correct account.
- Compile all financial data to analyse the pattern of transactions and create financial and MIS reports with comparison with budget and various analyses to the stakeholders.

- Make monthly receipt and expenditure statements, balance sheet and other financial statements to present the necessary information to the management.
- Support in budget preparation, summary and presentation to the management
- Reconciling ledger accounts and making bank reconciliation statements.
- Getting the account audited as per the need.
- Managing accounts payable and payments on time.
- Maintaining monthly statement of stock of consumables.
- Maintenance of books of account through Tally ERP.
- Timely deduction, deposition and filing return of TDS.
- Ensuring that all financial regulations are strictly adhered to.
- Petty cash management
- Performs other responsibilities and duties as assigned by the team.
- Checking travel and tour expenses and contractor bills and record in relevant software for timely credit of the amount into employee's accounts

### **3. Other Indicative Requirements:**

#### **Educational Qualifications**

- Post Graduation or Bachelors degree in commerce with specialization in Accountancy/ Finance.

#### **Functional / Technical Skills and Relevant Experience & Other requirements**

- Minimum 5 to 7 years of relevant work experience in the development sector.
- Candidates with experience in the institutional accounting field.
- Candidates having accounting experience in the development sector would be preferred.
- Should be well-versed in tally software.
- Good Knowledge of computers, especially in Excel.

#### **Required Skills & Competences**

- Giving close attention to details and demonstrating ability to handle sensitive or confidential information.
- Strong interpersonal, negotiation, and conflict resolution skills
- Have an empathetic & compassionate attitude. Sensitive towards the needs of children

- Ability to analyze complex problems, craft possible solutions and recommendations.

**Working days and Timings**

Monday - Saturday

Timings - 09:00 am to 06:00 pm

**Holidays**

As per The organisation Holiday List

The organisation is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.

**Interested candidate please share your cv at:**

[contact@pmspl.net.in](mailto:contact@pmspl.net.in)