

Deputy Manager-Finance & Accounts

1. General Information

- **Location of Job:** Guwahati
- **Type of Employment:** Permanent
- **No. of Position: 01**
- **Reporting to:** Group Senior Manager-F&A with Dotted Line reporting to regional Senior Manager-East Region

2. Job Purpose

Deputy Manager- Finance & Accounts would be mainly responsible for maintaining the books of accounts and other relevant records/registers, petty cash book, ledgers, process the expense claims/bills/account vouchers, and other accounts work.

3. Duties & Responsibilities

Budget Management:

- Prepare monthly budget projections and utilization reports.
- Support budget preparation, summary, and presentation to management.
- Manage contingency funds for projects and handle bill collation and delivery.

Financial Reporting and Record-Keeping:

- Prepare utilization reports and invoices, particularly for donor support.
- Maintain bills, vouchers, and invoices.
- Maintain accounts using Tally ERP software.

Inventory and Procurement:

- Maintain stock statements of medicines, equipment, TMM, worksheets, and stationery.
- Collate procurement lists for medicines and equipment and ensure delivery by stakeholders.

Vendor and Payroll Management:

- Review and process vendor/consultant invoices and payments.
- Handle timely deduction, deposition, and filing of TDS returns.
- Manage payroll processing.

Audit and Compliance:

- Ensure strict adherence to financial regulations.
- Coordinate with banks for reconciliation.
- Manage petty cash transactions.

Additional Duties:

- Perform other responsibilities and duties as assigned by senior management.
- Check and record travel, tour expenses, and contractor bills in relevant software for timely credit to employees' accounts.
- Create reports and documents for donors, government, partners, and other stakeholders.
- Manage vendor work orders, payments, and maintain bills.

4. Other Indicative Requirements

Educational Qualifications

Post Graduation or bachelor's degree in commerce or related field.

Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)

- Minimum 7 to 10 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 analyse complex problems, craft possible solutions and recommendations.

How To Apply

Interested candidates can share their updated cv at **contact@pmspl.net.in** mentioning the name of the position in the subject line