

Job Description

Assistant Manager – Finance & Accounts

BACKGROUND

The Organization, 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 Organization works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. Organization 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.

GENERAL

Location: Gurugram (Work from office)

Type of Employment: Contractual

No. of Position: 01

Reporting: Manager-Finance & Accounts

Working days: 5 days work week (Monday – Friday)

1. JOB PURPOSE

Assistant 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.

2. KEY ACCOUNTABILITIES

Duties & Responsibilities:

- Making monthly budget projection and utilisation.
- Preparing utilisation report, invoices in case of donor support.
- Maintaining bills and vouchers, invoices etc.
- Support in budget preparation, summary and presentation to the management
- Managing contingency funds of the projects. Collating and delivering bills.
- Maintaining statement of stock of medicines and equipment's and highlighting deficits.
- Collating procurement lists, medicines and equipment and getting it delivered by certain stakeholders.
- Maintaining statement of stock of TMM, worksheets, stationaries etc.
- Maintenance of books of account through Tally ERP.
- Review of invoices of vendors / consultants and processing their payments
- Timely deduction, deposition and filing return of TDS.
- Payroll processing
- Audit compliance
- Coordination with banks and bank reconciliation.
- Ensuring that all financial regulations are strictly adhered to.

- Petty cash management.
- Performs other responsibilities and duties as assigned by Senior Management.
- Checking travel and tour expenses and contractor bills and record in relevant software for timely credit of the amount into employee's accounts.
- Creating reports and other documents for donors, government, partners and other relevant stakeholders.
- Vendor management- work order, payment, maintaining bills etc.

3. Other Indicative Requirements

Educational Qualifications	<ul style="list-style-type: none"> • Post Graduation or Bachelor’s degree in commerce or related field.
Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)	<ul style="list-style-type: none"> • 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 • 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.

Interested Candidates please share your CV at:

(Please mention the position name)

contact@pmspl.net.in