

Account Officer

About the organisation

The Organisation bridges the gap between medical treatment and holistic care that is required by a child undergoing cancer treatment. It provides them with a hygienic, protective, and nurturing environment, which gives children the best chance of beating cancer.

Founded in 2006 by Shyama and Nihal Kaviratne, and a dedicated group of volunteers, The Organisation offers a home away from home to underprivileged families during their child's treatment for cancer. It provides children battling cancer, and their parent's accommodation, transportation facilities, counselling, educational and recreational activities along with art-based therapies and yoga without any cost.

It works alongside Tata Memorial Hospital, AIIMS, New Delhi, Tata Medical Centre, Kolkata, and cancer hospitals in Chennai, Hyderabad, Jaipur, Mumbai, Vellore, and Kolkata.

Location: Mumbai

Reporting to: Accounts Manager

Key Responsibilities

- Suppliers Bill Passing & Booking in Tally System
- Payment to Suppliers
- Bank Reconciliation
- Ledger Scrutiny
- Month End Closing
- Donors Audit Report & getting the same audited
- Data Entry in Tally for location
- Petty Cash Accounting for location cash handling
- Compliance (TDS, Professional Tax, PF,) Monthly payments & Returns& issue of certificates.
- Making the Donation Receipts, Accounting in tally & Reporting
- Funds Utilization Reports (Give India Tata Capital, Axis Bank, & Others)
- Support the DSM in renewal of the donations
- Finalization of Accounts
- Handling various Audits, (Donor Audit, Internal Audit, Statutory Audit)
- Information for I Tax Assessments
- Fixed Assets Register

- SRTT Reporting & maintenance of Registers
- FCRA related returns etc.
- Cash Flow/Fund Flow statement
- Payment of Salary & related matters.
- Information for I-Tax Assessments

Desired Competencies

- Good Analytical skills
- Detail oriented
- Capable of good interpersonal interaction
- Integrity
- Result oriented
- Flexible
- Industry knowledge

Qualifications & Experience

- 4 – 5 years of experience in accounts domain
- Inter CA / MBA or any similar degree
- Proficient in Tally, MIS and Finalisation of accounts

Interested candidate please send your cv at:

contact@pmspl.net.in