

Associate/Senior Associate - Finance & Accounts

General

Location of Job: Prayagraj, Uttar Pradesh

No. of Position: 01

Project Name: MMU Uttar Pradesh

Type of Employment: Contractual for a period of 1 Year, renewable basis project requirements

Reporting To: Assistant Manager - F & A

Duties & Responsibilities:

- Making monthly budget projection and utilization
- Preparing utilization report, invoices in case of donor support
- Maintaining bills and vouchers, invoices
- Support in budget preparation, summary and presentation to the management
- Managing contingency funds with the schools. 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 and highlighting deficits
- Maintenance of books of account through Tally ERP.
- Review of invoices of vendors / consultants and 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.

Other Indicative Requirements:

Educational Qualifications

- Bachelor's Degree in commerce.

Functional / Technical Skills and Relevant Experience & Other requirements.

- Minimum 3 to 5 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 and having knowledge of Hindi Typing

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.