

Job Description – Accountant

Designation	Accountant
Location	District Office
Employment type	Renewable fixed term contract
Report to	District Manager and Accounts Officer
Direct reportees	None

Organization Background

Educate Girls (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, Jhalawar and Banswara in Rajasthan and Jhabua, Dhar and Alirajpur in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan and Madhya Pradesh. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Role Overview

The Accountant is the finance in-charge for the district operations. S/he handles the district finance flow, processes payments as per organizational policies and procedures, and manages the district bank account. This position has a dual reporting one to the district manager and second to the accounts officer of the region.

Job Responsibilities

Task 1:

Accounts Related

- Making payments and receipts as necessary for the business and recording them in accounting software (Tally) in a timely manner.
- Ensure outlined procedures in the Finance Policy are adhered to while making any payments (or) receiving funds.
- Make necessary journal entries as appropriate for appropriate accounting as per standard procedures.
- Ensure necessary documents are maintained for any transactions that are accounted in the software.

Task 2:

Banking

- Manage the bank account/s of district.
- Preparing Bank Reconciliation statement periodically as per practice

Task 3:

Budgeting and Reporting

- Prepare monthly fund request for the district in consultation with the district team / district manager. Prepare variance report with narratives.
- Track the fund request against utilization of funds over a period; highlight issues pertaining to variance to accounts officer.

Task 4:

Legal

- Ensure legal payments such as TDS, Provident Fund, Professional Tax and Service Tax as applicable are paid in time and the reports pertaining to them are submitted on time.

Task 5:

Audit

- Manage and handle the ongoing communication with Auditor's office and build rapport as a single point contact.
- Coordinate in case of periodic audit visits done by auditor's office to the district and provide them with necessary information, documentation as necessary for completion of timely audit.

Education and other required qualifications/experience/skills for the job:

- Hold a graduate degree in commerce and accounts (B.Com preferably)
- Have a minimum of 2-3 years of experience in handling accounts function
- Working knowledge in Tally ERP
- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)

TO APPLY

Interested candidates with relevant experience are to e-mail their **CVs and covering letters** to jobs@educategirls.ngo

IMP:

- Please clearly state **the role and district** that you are applying for in the email subject line.
- Please clearly mention **current/last drawn compensation** and expected compensation.

For further details about organisation please visit www.educategirls.ngo

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."