

Job Description – Accounts Officer

Designation	Accounts Officer
Location	District / State office
Employment type	Renewable fixed term contract (12 months)
Report to	Regional Manager & Assistant Manager – Accounts & Finance
Direct reportees	District Accountants

Organization Background

Foundation to Educate Girls Globally (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, and Jhalawar in Rajasthan and Jhabua in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Main Mission:

The Accountant is the finance in-charge for the regional operations. S/he handles the regional finance flow and oversees payment processes as per organizational policies and procedures. S/he is also responsible for financial record-keeping and reporting, preparing budgets and managing expenditures.

Key Responsibilities:

- Develop and keep all financial documents at State Office
- Help and Coordinate With District accountant & account officer to maintain tally entry
- Prepare & Consolidate monthly MIS report of the All District office
- Supervise & Train District accountant to prepare District monthly MIS

Job Responsibilities

- Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc. at State office
- Responsible for entering financial information and maintaining all financial records for program and for the organization.

- Manage financial control, prepare and analyze budgets, develop financial reports, and make recommendations to the Supervisor on budget expenditures.
- Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year.
- Provide financial inputs for logistics, travel and other areas of administration.
- Oversee the preparation and submission of annual activity based project budgets as well as Monthly and quarterly financial reports

Education & other required qualifications/experience

- Hold a B Com Accounting degree, MBA Finance/ Accounts
- Have a minimum of 2-3 years of experience in handling accounts function
- Good knowledge of computer - Windows & Microsoft Office applications (Outlook, Word, Excel)
- Good Report writing skills
- Methodical and rigorous
- Ability to manage stress and responsibility
- Know the law and accounting system of India and Adhere to company policies
- Know principles of security related to financial activities
- Must be a team player and keep their eyes focused on the wider goals of the organization.
- A high level of accuracy and the ability to keep detailed file notes.
- Must be capable of interpreting information, with a competent level of problem solving ability
- Good Communication Skills both Oral & Written

How to Apply

Depending upon the district you wish to apply for, please send a CV & a one page cover letter detailing how you meet the eligibility requirements to: jobs@educategirls.ngo

IMP: Please clearly state **the role & district** that you are applying for in the email subject line. For further details about organization please visit www.educategirls.ngo