

## Job Description – Accounts Officer

<b>Designation</b>	Accounts Officer
<b>Location</b>	Regional Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	Regional Manager, AGM/ DM/ DSM – Finance and Accounts
<b>Functional reportees</b>	Accountant
<b>Employment level</b>	Senior

### Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organisation please visit [www.educategirls.ngo](http://www.educategirls.ngo)

### Our Values

<b>Gender Equality</b>	Being able to treat people equally irrespective of gender
<b>Integrity</b>	Possess the ability to “know and do” what is right
<b>Excellence</b>	Being outstanding or extremely good, striving to lead by performance excellence
<b>Collaboration</b>	Working effectively and inclusively with a range of people both within and outside of the organization
<b>Empathy</b>	Being able to understand and share the feelings of another and use that understanding to guide our actions

### Our Competencies

<b>Strategic Thinking</b> – Think big yet act focused	<b>Taking Ownership</b> – Feel responsible & accountable	<b>Analytical Thinking</b> – Stay true to your data
<b>Developing Talent</b> – Growing and taking people together	<b>Ensuring Alignment</b> – Think differently but work together	

### Job Profile

#### Overview of the role:

- Develop and keep all financial documents at regional office
- Help and co-ordinate with District accountant to maintain accurate and timely book-keeping
- Supervise and Train District accountant to prepare District monthly MIS, fund request
- Prepare and consolidate monthly MIS report of the all District offices
- Ensure TDS compliances at district and region office

**Areas of Responsibility:**

- 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
- Handhold district accountants and conduct a monthly audit of district books
- Liaise with district accountant, prepare, collate data/ reports as and when required by Head Office

**Core Responsibilities**

- Maintain accurate and up-to-date books of accounts for HO
- Adhere to policies and procedures as defined in EG Financial Manual/ Procurement Manual

**Preferred Education Background:**

- 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 and 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 and Written

**Preferred Work Experience:**

- Have a minimum of 2-3 years of experience in handling accounts function

**Preferred Skill Set:**

- Working knowledge in Tally ERP
- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)

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