

Job Description – District Accounts Officer

Designation	District Accounts Officer
Location	District Office
Employment type	Renewable fixed term contract
Report to	District Manager, Accounts Officer/ AM F&A
Functional reportees	-
Employment level	Middle

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 organization, please visit www.educategirls.ngo

Our Values

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

Our Competencies

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

Job Profile

Overview of the role:

The Accounts Officer 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/ AM F&A of the region.

Areas of Responsibility:

Book-keeping 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.

Banking

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

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.

Compliance

- 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.

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.

Core Responsibilities

- Maintain accurate and up-to-date books of accounts for the district
- Adhere to policies and procedures as defined in EG Financial Manual/ Procurement Manual
- Ensure all applicable statutory compliances are duly met

Preferred Education Background:

- Hold a graduate degree in commerce and accounts (B.Com preferably)

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."