

## Job Description

**Position | Executive - Accounts**

**No. of Vacancies | 1**

**Location | Kolkata**

**Experience | 3-5 years in not-for profit organization**

**Salary | Commensurate with candidate's qualification and skills**

### Who we are |

Indian Grameen Services (IGS) is registered as a not-for-profit company under Section 25 (now Section 8) of the Companies Act, 1956. It was set up in 1987 for promoting livelihood opportunities in rural and forest areas by extending support services necessary. IGS envisions an equitable world where the rural poor and marginalized have access to livelihood opportunities on a sustainable basis to prosper and be happy. Thus, IGS describes its Vision as “Kaayam Rojgar, Khush-haal Pariwar”, i.e., Sustainable Livelihoods, Prosperous Households. IGS operates with the Mission of Incubating Pro-poor Sustainable Livelihood Innovations. Please log on to [www.igsindia.org.in](http://www.igsindia.org.in) for more information on IGS.

We are looking for a professional to work as Executive Accounts will be familiar with laws, regulations, and the best practices in accounting and budgeting. S/he should combine excellent numeracy skills with the ability to analyze and present complex data. To be successful in this role, s/he should be able to use critical thinking to create financial forecasts and make budgeting decisions. Interested candidates are requested to refer to position details carefully and follow the application process. Applications received through channels or processes other than those specified below may not be considered for selection process.

### Role description |

The candidate is expected to

1. Implementation/Delivery:
  - BRS preparation
  - Ensure all bank and cash payments
  - Asset register maintenance
  - Timely resolution of payment related issues
  - Tackling obstacles and role playing
2. Support in chalking out strategies and campaigns that meet the client's policies and budget
3. Maintain the MIS system for operational support
4. Vendor Management, Indent management
5. Support planning of fund management
6. Ensure utilization of the allocated amounts as per requirement and within the approved budgets
7. Analysis the variances between actual and budgeted financial results at the end of each reporting period
8. Assisting with Half /Annual Year-end accounts preparation
9. Understand and adhere to financial regulation and legislation
10. Ideas, suggestions, and costing while preparing a budget for the project
11. Reconciliation of statutory issues related to deductions and payments (P. Tax, ESIC, EPF, TDS, Service Tax)
12. Support compilation of fund utilization report
13. Maintaining project related documentation (agreement, proposal, report generation etc.)
14. Create an environment where the people can work without indulging in politics or malpractice.

15. Program Arrangements, Ticket booking along with hotel, vehicle bookings

Administrative:

- Filing, compiling, trouble shooting
- TA/DA, time sheets
- Statutory requirements

**Competencies:**

- a. Learning agility, pro-activeness, and openness to embrace innovative ideas
- b. Resilient to work pressures and periodic demands for quick-and-deep work
- c. Proven ability to work proactively, independently and as part of a multi-sectoral team in a multi-cultural environment

**Knowledge & Skills needed |**

- a. Project accounting
- b. Strong computer skills, with MS Word, Excel, Outlook
- c. Strong presentation and communication skills
- d. Effective organizational, coordination and administrative skills is an advantage

**Experience & Qualifications |**

- 3-5 years in not-for profit organization
- Full time Graduate in Commerce, preferred full-time master's in commerce

**Application process |**

- Apply with detailed resume that includes year-wise details of relevant work experience and educational attainments
- Send the resume to **igsplacements@igsindia.org.in** with the subject of application for the post of Executive- Accounts by **12, August 2022**
- IGS is an equal opportunity employer. We are striving to bring gender balance in our staff composition across levels. Hence, women candidates are especially encouraged to apply