

The organisation established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance quality of life for all through the empowerment of marginalized and underprivileged communities in India. The organisation works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. This organisation also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and high poverty index in the North, North-East and East regions within specific states, as well as catering to lower-income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The organisation has reached more than 35 million beneficiaries through its programs. This organisation works with communities through direct implementation of projects on the ground in addition to providing local management and monitoring support to not-for-profit organisations in India funded through organisation USA and RIST.

GENERAL

Location of Job: Jaipur

No. of Position: 1

Reporting to: Senior Regional Manager & Dotted line to Manager – Finance & Accounts.

Type of Employment: Contractual for 1 year, renewal on project requirements and performance. JOB PURPOSE

We are looking for Assistant Manager-Finance & Accounts with excellent administrative and analytical financial skills to join our team. Assistant Manager-Finance & Accounts are expected to examine and compile financial reports and be well acquainted with governmental regulations.

To ensure success, Assistant Manager-Finance & Accounts should be very detail-oriented and be problem-solver. Must also have strong mathematical and analytical skills.

KEY ACCOUNTABILITIES

- Taking responsibility for the planning and execution of financial duties and projects of the Organization.
- Preparing financial statements, reports, and forecasts for the projects to ensure financial stability.
- Preparing budgets and reports required by the organization and/or other regulatory authorities.
- Compiling financial reports and supervising month-end processes.
- Ensuring and Monitoring effective procurement processes.
- Managing and monitoring matrix, KPI tracking, and reports for the financial department.
- Providing training to staff members regarding financial processes.

- Will be responsible for timely submission of Fund requisition request to Head Office.
- Prepare and Monitor Vendor Payments and reconciliations.
- Prepare and Monitor Regular Bank Reconciliations.
- Managing cash flow and periodic cash flow reporting.
- Payroll preparation of project staff, Medical officers and Village health workers.
- Liaising with other departments and business units on a range of issues as and when required.
- Shall keep an eye on accomplishment of deadlines.
- Ensure timely submission of TDS, PF, ESI details to Head Office.
- Bookkeeping with monthly financial close responsibilities, including reconciliation of various general ledger accounts, payroll and non-payroll related.
- Shall always be a role model for following best practices.

Key interactions

- Head Office Accountant
- Head Office HR ☐ Regional Office Staff
- Project Accountant
- Project HR

OTHER INDICATIVE REQUIREMENTS

Educational Qualifications

- Graduate in any discipline.
- MBA/M.Com with Finance background will be preferred.

Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)

- 8 years of experience in a finance and accounts.
- A good understanding of financial management obligations, especially statutory obligations, and requirements.
- Be an analytical thinker with strong investigative and problem-solving skills.
- Ability to work under pressure and meet tight deadlines.
- Excellent report-writing and communication skills.
- Knowledge of Excel (Vlookup, Sum, If, Match, Conditional formatting)

- Excellent understanding of accounting, taxation, handling audits (statutory & tax), TDS and matter related to the finance and accounts.
- Ability of team handling and to manage their expectations.
- Experience in Tally.
- Outstanding organizational and time-management abilities
- Problem-solving and decision-making aptitude
- Ethical and dependable
- Willing to travel PAN India.

The organisation is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment based on caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.

Interested candidates please send your cv at :- contact@pmspl.net.in