

TB Alert India (TBAI) is a not-for-profit organization working with a vision to make India free from TB. It has a strong presence in Telangana, Andhra Pradesh, Panjab, West Bengal, Haryana, and Delhi. All projects of TBAI aim at supplementing the National Tuberculosis Elimination Program (NTEP), mobilizing, and linking local communities in fighting against TB.

TBAI is looking for a highly motivated individual with outstanding credentials and with experience of working in TB control.

Roles and Responsibilities

The following are the major responsibilities included but not limited to;

- Assist the finance officer in dealing with project finance related aspects
- Work in close coordination with program and finance team
- Ensuring proper verification of vouchers, supporting bills etc. and timely payments
- Ensuring timely finance report preparation in the prescribed templates
- Ensure updating tally and related records on daily basis
- Solely responsible for vouching, updating books of accounts and facilitating logistics for meetings etc.
- Need to support on HR and Admin tasks wherever required.
- Any additional task given by the line manager.

Desired Skills and Experience:

- Education qualification – **Graduate (preferably B.Com)** or above
- **Knowledge of Tally and advance excel**
- Prior work experience of 2 years in accounting field
- Proficiency in local language, Basic knowledge of English (written) is required
- Effective communications skills
- Must have two-wheeler with valid driving license

TO APPLY

Please submit a comprehensive CV in the following link by 25th January, 2024 but don't wait for last day as the requirements are going on:

<https://forms.gle/GuDTcNvDBD57Jf8B8>

Also send your through mail to - vikrantk@tbalertindia.org.in

Kindly share your resume in PDF format and mention application for the post of "Accounts assistant-Your Name"

Salary: Monthly CTC (Cost To Company) for this position is up to a maximum of **INR 22,000** only per month and this would be decided and agreed up on based on the last drawn/current salary, experience in the relevant sector, credentials and performance in the interview.

TBAI is an equal opportunity employer, encourage women candidates meeting the above criteria to apply. Please note that only shortlisted candidates will be contacted.