
Bhavishya Bharat (Hyderabad) – Seeking Application for the Post of Accounts Officer

Job Title: Accounts Officer

Posting Location: Ameerpet, Hyderabad, Telangana State

Reports To: Manager Finance

About Bhavishya Bharat:

Bhavishya Bharat is a registered public charitable trust having FCRA, DARPAN ID, BSE Samman certificate and headquartered in Hyderabad, India. The organisation has been providing quality primary health, education, livelihood and social development services to the underserved population in remote locations of Telangana, Andhra Pradesh, Tamil Nadu and Sikkim and had interventions in Andhra Pradesh, Arunachal Pradesh and Chhattisgarh as well since 2008.

Job Description

1. Manage and support all financial and administrative aspects of the Bhavishya Bharat and other initiatives undertaken by its Project office.
2. Liasoning with Local and Banks Authorities.
3. Implement and maintain immaculate systems of financial accounting, auditing and reporting in accordance with the rules and regulations of the Government of India and the internal systems of Bhavishya Bharat.
4. Prepare monthly financial and administrative reports and submit them to the Manager (Finance) for review. Train other staff members in preparation for their respective reports.
5. Assist in the preparation of specific monthly, quarterly and annual budgets for all Activities if required.
6. Manage and maintain all aspects related to Bhavishya Bharat bank accounts including documentation, bank communications, register all checks issued during the month, prepare monthly closing statements, prepare bank reconciliation for all activities and accounts, etc.
7. Coordinate the acquisition and procurement of office equipment, hardware, program materials, office supplies and assist with local procedures for the delivery of program materials and others as necessary.
8. Prepare and maintain an inventory of office equipment, hardware, program materials, office supplies, vehicles, etc.
9. Coordinate and manage logistical and financial arrangements for program activities including trainings, meetings, workshops, etc.
10. Visit villages and program activities to review financial and administrative aspects and to ensure transparent and accurate financial documentation and reporting at field level.
11. Organize and manage Annual Internal and External Audits.

12. Implement office HR policies and procedures in compliance with the Indian law and oversee overall office operations to ensure a comfortable working environment.
13. Ensure Project office staff payroll is completed in appropriate timelines, and manage vacation days, compensation time, sick leave and other human resources related matters.
14. Assist Manager (Finance) in TDS filling and day to day statutory matters.

Requirements:

- Commer Graduate or Above / MBA Finance
- Minimum of 4-5 years' experience in NGO Accounting
- Experience with corporate donor-funded projects
- Experience of working in a non-profit organisation
- Proficiency and/ or familiarity with accounting software programs desirable
- Proficiency in the Telegu and English language
- Excellent computer skills required, particularly in Tally ERP
- Detail-oriented and well-organized; able to manage multiple priorities; function in a group and team settings; and work with a minimum of supervision and direction
- Commitment to providing high-quality support and services to Bhavishya Bharat field programs and local partners
- Ability to undertake travel when required including outstation travel
- Very responsible individual with impeccable integrity and capable of maintaining the confidentiality
- Ability of handling TDS and other statutory matters.

Application Process & Last Date:

Submit Details in Online Google Form. Link given hereunder. Application submission last date is 07 April 2024.

<https://forms.gle/LgXFm7tWBp8DHgKL7>

Remuneration:

The annual salary range is between Rs 3.36 L - Rs 3.84 L and depends on the candidate's experience and current remuneration.

Know More About Bhavishya Bharat:

LinkedIn : <https://www.linkedin.com/in/bhavishya-bharat-030956166/>

YouTube: <https://www.youtube.com/channel/UC2kSz8U10H7NfF22oiTebVw/videos>

Website: www.bhavishyabharat.in

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