

LittleBigHelp India Trust

Job Title: Accounts Assistant

No. of Position: 1

Term of employment: Contract (Renewable)

Job Description:

- As an Accounts Assistant, your primary responsibilities would include managing financial transactions, maintaining financial records-checking bills accurately during bill submission by the project team, and ensuring compliance with financial regulations.
- Oversee the financial operations of the organization and ensure timely and accurate financial reports.
- Preparing Monthly salary register, prepare cheque, RTGs/ NEFT documents of the organization.
- Verifying accuracy of accounts receivable and account payable.
- Assist the Dy. Finance Manager for on time Internal and External Audit completion.
- Maintaining and updating the fixed asset register, cheque register, files, documents.
- Ensures that all payments are made against sufficient, complete, correct, and relevant supporting documents duly verified and approved by concerned managers or budget holders.
- Assist the Dy. Finance Manager in screening of documents, documentation/filing return, preparing monthly financial reports.
- Perform all other duties related to the position.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Creativity:

Develops and encourages new and innovative solutions.
Willing to take disciplined risks.

Eligibility and required competency:

- Minimum Educational requirement candidate should be a Graduate in Commerce.
- Minimum 2years' experience in NGO(s) and willingness for field travel.
- Ability to undertake and complete multiple tasks under pressure.
- Ability to work in aAdministration team.
- Preferred candidate wouldn't be more the 30 years old.
- Excellent and demonstrated skills in computer system, MS-Excel & MS-word.

We strongly encouraged female candidates to apply and join our diverse and inclusive team.

Integrity:

Honest, encourages openness and transparency.

Remuneration: 20,000/- per month.

Read more about the organisation on the website www.littlebighelpindiustrust.org

How to apply:

Go to our website www.littlebighelpindiustrust.org and go to the "Career" tab. Fill all the fields. Please select "Accounts" on the field "Programme which you are interested". Please mention the job title in your cover letter.

Last date of application is 20.07.2024.

Only shortlisted candidates will be contacted.