

Job Description

Associate/Sr Associate-Finance & Accounts

BACKGROUND

The Hans Foundation, established in 2009, is a Public Charitable Trust that works for the improvement of quality of life for underprivileged communities across India through Health, Education, Livelihood and Disability sector interventions. THF undertakes direct implementation of projects on the ground in addition to providing funding support to not-for-profit organisations in India through its donor – RIST, USA. THF's Strategic planning focuses on key areas of its work with the aim of addressing the key issues of poverty alleviation, economic inequalities, and 360° impact on the quality of life through social development programs. THF's programs are majorly implemented in the most rural and under-developed areas in the country. Over the years, THF has expanded its charitable activities in collaboration with State and Central Governments, institutions, corporates, academia and non-government organizations for sustainable interventions to achieve scale and economy. The interventions implemented by the foundation range from grass root level to national level programs.

GENERAL

Location: Ranchi, Prayagraj, Dehardun, Guwahati

Type of Employment: Contractual for 1 year, renewable on project requirements

1. JOB PURPOSE

The Finance Associate would be mainly responsible for assisting the Senior Associate- Finance & Accounts in financial upkeep and maintenance other relevant records / registers, Petty Cash Book, ledgers, process the expense claims/bills/accounting vouchers, and other Accounting works along with Office Administration.

2. KEY ACCOUNTABILITIES

1. Checking & verification of Bills and Expenditures
2. Regular follow up with Consultants and vendors for timely submission of Bills and Reports
3. Voucher preparation with proper supporting invoices/documents and filing.
4. Payment of utility bills (Electricity/water/telephone etc.) and other recurring expenses.
5. Petty cash management.
6. Preparation and maintenance of Stock, Fixed asset and other secondary registers of records as may be required.
7. Support in/preparation of utilization report of assigned projects on monthly basis.
8. Support in preparation of monthly closure reports.
9. Coordinate with Bank / Bank mandates. Prepare and maintain bank and JV files
10. Supervising support staff.
11. Conducting field visits as and when required to other district offices.

12. Any other work/responsibility as may be assigned by the THF management

3. **Reporting to:** Senior Associate-Finance & Accounts

4. **Other Indicative Requirements**

Educational Qualifications	<ul style="list-style-type: none">● Graduate in Commerce with specialization in Accountancy/Finance and at least 2-4 years of experience in Book Keeping and Accounting.
Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)	<ul style="list-style-type: none">● Efficient in handling accounts through tally software and computer proficiency (particularly in Microsoft Word and Excel).● Preference will be given to those having experience in NGO or development sector. Prior working in organization having FC fund would be an advantage.● Must be able to adhere to deadlines.● Good interpersonal and communication (verbal & written) skills, fluency in written and spoken English and Hindi are required.● Must be comfortable in a highly collaborative, consensus- oriented environment.● The ideal candidate will be creative, highly motivated and able to operate effectively in multidimensional team under pressure.

Please share your resume on careers@thfmail.com with subject as **Application for Associate-Finance & Accounts.**

THF 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 on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.