

## Job Description

### **Associate Accounts and Admin for “ Academic excellence through remedial courses and life skills”**

#### **BACKGROUND**

The Hans Foundation, established in 2009, is a non- for -profit, Public Charitable Trust that 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.

#### **PROJECT: Academic excellence through remedial courses and life skills**

The project provides remedial courses and life skills programme session to the students studying in class 6th to 12 standards to increase their academic excellence and individual competencies. This project is operated through well-established centre in four villages and conducts evening classes from 5pm to 8 pm.

#### **Job purpose:**

The Associate accounts and admin would be mainly responsible for maintaining the books of accounts and other relevant records/registers, petty cash book, ledgers, process the expense claims/bills/account vouchers , and other account work along with office administration.

**Location of Job:** Thanagazi block of Alwar district of Rajasthan (Project location)

**Head office :** Gurugram

**Type of Employment:** Contractual for a period of 1 year, renewable basis project requirements

**No. of Position : 01**

#### **Duties & Responsibilities:**

- Making monthly budget projection and utilisation
- Preparing utilisation report, invoices in case of donor support
- Maintaining bills and vouchers, invoices
- Support in budget preparation, summary and presentation to the management
- Managing contingency funds with the schools. Collating and delivering bills.
- Maintaining statement of stock of medicines and equipment’s and highlighting deficits
- Collating procurement lists, medicines and equipment and getting it delivered by

certainstakeholders.

- Maintaining statement of stock of TMM, worksheets, stationaries and highlighting deficits
- Maintenance of books of account through Tally ERP.
- Review of invoices of vendors / consultants and their payments
- Timely deduction, deposition and filing return of TDS.
- Payroll processing.
- Audit compliance.
- Coordination with banks and bank reconciliation.
- Ensuring that all financial regulations are strictly adhered to.
- Petty cash management
- Performs other responsibilities and duties as assigned by Senior Management.
- Checking travel and tour expenses and contractor bills and record in relevant software fortimely credit of the amount into employee's accounts
- Creating reports and other documents for donors, government, partners and other relevantstakeholders.

**Other Indicative Requirements:**

<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>● Bachelor’s Degree in commerce.</li> </ul>
<b>Functional / Technical Skills and Relevant Experience &amp; Other requirements.</b>	<ul style="list-style-type: none"> <li>● Minimum 1 to 3 years of relevant work experience in the development sector</li> <li>● Candidates with experience in the institutional accounting field.</li> <li>● Candidates having accounting experience in the development sector would be preferred.</li> <li>● Should be well-versed in tally Software</li> <li>● Good Knowledge of computers, especially in Excel and having knowledge of Hindi Typing</li> </ul>
<b>Working days and Timings</b>	<ul style="list-style-type: none"> <li>● Monday – Saturday</li> <li>● Timings – 8 hours of duty( can be negotiated )</li> </ul>
<b>Holidays</b>	<p>Sunday</p> <ul style="list-style-type: none"> <li>● Other Gazetted Leaves (As per the list of THF)</li> </ul>
<b>Salary</b>	<ul style="list-style-type: none"> <li>● INR 15000.00 per month(</li> </ul>

**Required Skills & Competences:**

- Giving close attention to details and demonstrating ability to handle sensitive or confidential information
- Strong interpersonal, negotiation, and conflict resolution skills
- Have an empathetic & compassionate attitude. Sensitive towards the needs of children

- Ability to analyse complex problems, craft possible solutions and recommendations

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.