



Job Description

Account Executive

Location: Udayan Care, Delhi (Head Office)

Reports to: Manager, Accounts

About Udayan Care

Udayan Care, a Public Charitable Trust has been working for the quality care of disadvantaged children and women and youth for over 23 years, with the endeavor of providing sustainable rehabilitation. The mission of "A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society." is what drives its 130 employees and close to 800 volunteers to action.

Udayan Care provides homes to orphaned children while also giving girls financial and development support to continue higher education, and communities to train themselves in vocations, by engaging socially committed individuals, who provide a transformative, nurturing and mentoring environment, to help them realise their full potential.

Job Responsibilities

- Maintenance of day to day book keeping in TALLY.
- Preparing and Filing of all Vouchers and other supporting Documents.
- Recording of Invoices.
- Petty Cash Management and Preparation of Bank Reconciliation Statement.
- Payment to vendors against expenses.
- Recording of all sale and purchase invoices in tally.
- Preparing debit and credit statement on monthly basis.
- Manage Provident Fund
- TDS deduction and deposits.
- Making cheques for parties.

Experience & Qualification :

- Bachelors Degree in Commerce or equivalent.
- Relevant work experience of 2-3 years preferably in an NGO sector.
- Working knowledge of Tally ERP 9.0
- Knowledge about Provident Fund
- Knowledge about TDS rules and applications
- Reasonable proficiency in English
- Prior knowledge of Trust/NGO procedure is desirable.

Submit your updated resume mentioning your last drawn salary at jobs@udayancare.org
[Please mention Account Executive in the subject line and **Apply by May 21st, 2017**]

To know more about Udayan Care, please visit – www.udayancare.org