# Job Description

Title : Manager – Accounts

Organization : Udayan Care

Reports To : Director - Finance

Place of Posting : New Delhi, India

Experience : Minimum 8 years

NGO Background : Preferable

Udayan Care works to empower vulnerable children, women and youth, in 14 cities across 9 states of India. It believes all individuals have the right to develop their full potential, while giving back to society. Through our innovative models we reach out to children, youth and women in need of support.

Position Summary: statutory compliance and Accounting. Branch Reconciliation and finalization of books, expert in MS Excel.

Main Responsibilities:

* Ensure proper accounting and record keeping at branches.
* Reconcile General Ledger and Sub Ledger and ensure accuracy of records.
* Reconciliation of bank and branch accounts and preparation of management report; Receivables, Payables, Staff advances, summary of cash-flow and cash forecast.
* To record AP or AR transactions in the accounting system.
* Process payments in time as per policies and procedures; including of cheques, NEFT or wire transfers.
* To process routine payments of staff; salaries, benefits and reimbursements.
* To ensure proper deduction of taxes; including of applicable Tax Deduction at Source and PAYE taxes, GST, etc. and timely payment of taxes to the Government.
* Ensure accuracy of transactions and balances in the accounting system including of receipts, payments, expenses, value of inventories and assets.
* Provide guidance to staff and team members on the compliance of financial policies and procedures.
* To prepare and submit TDS, PF and GST returns
* Facilitate statutory audit of Head office and distant project offices
* To retrieve and provide supporting for verification, whenever it is needed for audit or other purposes
* Any other task that may be assigned by the management from time to Time

Qualification and Skills:-

* CA/ CA (Inter)/ICWA with sound knowledge of Tally, ERP and Advanced Excel
* Consistently approaches work with energy and a positive, constructive attitude.
* Demonstrates the ability to multi-task.
* Excellent Communication and presentation skills.
* Excellent understanding of Accounting and procedures
* Excellent analytical skills – the ability to analyse complex accounting data and reconcile.
* Ability to handle computerized accounts packages (VOLAC), Excel, PowerPoint and Word.
* Ability to manage a complex and diverse workload and to work to tight deadlines.
* Understanding of Udayan Care’s vision and mission and a commitment to its objectives and policies including Child Protection Policy.
* Written and verbal fluency in English & regional language

# Personal Attributes

* High degree of professional and personal integrity
* Positive attitude : High motivation, proactive & flexible-yet-uncompromising
* Quick learner
* Respect for deadlines
* Attention to details
* Ability to work long hours under pressure
* Team player