

**About Udayan Care**:

Udayan Care, an ISO 9000 certified organisation, has been working for the quality care of disadvantaged children and women and youth for over 27 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 140 employees and close to 800 volunteers to action.

Udayan Care has been accredited by Give India, Guidestar & Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable President of India awarded Udayan Care the National Award for Child Welfare 2014-India’s highest commendation for a non-profit child welfare organisation constituted by the Govt. of India

Purpose of the role:

The proposed position will be integral part of strong Udayan Head office Accounting and finance team and will be given opportunity to work in all the verticals of finance.

Key Responsibilities:

· Donor fund utilization monitoring

· Processing of requisition

· Monthly MIS

· Budget monitoring

· Organization and project Budget preparation

**Any other job or related task as advised by the Director - Finance**

Education & Experience:

Post Graduate in commerce / management with4-6 Years of experience in working with accounting / finance team. Reporting and budget monitoring exposure is mandatory.

**Skills Requirements:**

· Expert level underrating of excel

· Able to apply graphs on data sets

· Able to manage the large data sets

· Good understanding of accounting

· Good understanding of Budgeting

· Basic PowerPoint presentation

· Good read, spoken and write skills of English

Job Type: Full-time

Salary: ₹30,000.00 - ₹35,000.00 per month