

Accountant

Position: Accountant

Requirement: 2 nos.

Key Factor: Responsible for Accounts Auditing

Frequent travelling to the Programme Implementation sites

We are looking forward to recruit candidates for the position of Junior Accountant who are having experience in Accounts – Auditing

Qualification and Basic Requirements:

- B.Com / M. Com
- Knowledge of Accounting
- Use of Computer and Tally package
- Drafting skills in Oriya and English
- Integrity and Honesty in maintaining Financial records and other relevant accounting packages
- 3-4 Years of Experience in relevant field

ROLES AND RESPOSIBILITIES:

To Audit:

- Cash book
- Cash denomination
- Payment Vouchers and Receipts
- Miscellaneous journals
- Bank records and reconciliation
- Ledger for work advance, party wise ledger as well as Village wise expenditure
- Stock book at Project offices
- To Support the Project Coordinator in preparation of Annual Budget, Financial reporting, Fund request and Budget tracking
- To support Village Committees to maintain village level records like cash book, ledger, Stock book and payment register

Salary: is variable. (Depends on the experience & profile of the candidate)