

The **Self-Employed Women's Association (SEWA)** is a women's trade union that was started in Gujarat in 1972 by Smt. Elaben Bhatt, with the aim of organising women in the informal sector. SEWA represents the convergence of three movements – labour, women and co-operative movement. SEWA's goal has been to achieve full employment and self-reliance for all its members.

**SEWA Bharat** ([www.sewabharat.org](http://www.sewabharat.org)) is the All India Federation of Self-Employed Women's Associations that works with women workers in the informal sector in 9 states. In all these states, SEWA is involved in organising women workers and their development through Self Help Groups, Co-operatives and Federations. SEWA activities include Micro Finance, Social Security, Housing, Education, creating market linkages and Skill Development for women workers.

Applications are invited from young women for the following post:

**Designation: Accountant cum Admin, West Bengal.**

**Place of Work-** Kolkata and require to travel as per requirement of the Project/ Organisation.

**Key Responsibilities:**

- To look after all the general administration of the office.
- Purchasing and Procurement: getting quotation and making comparison statements
- Maintaining all fixed assets, stationary requirements.
- Taking care of renewing office Lease agreement.
- Prepare Financial Reports
- Provide Basic Accounting and Bookkeeping Support.
- Travel to Malda and Murshidabad district
- Keep Track of and Verify Accounts Payable and Receivable.

**Required skills:**

- Preparing financial statements using the knowledge of basic accounting and bookkeeping
- Organizing and monitoring accounts payable and receivable
- Collaborating with supervisors and other accounting associates to complete various tasks
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**Qualifications and Experience:**

- B.Com or M. Com with 3- 5 year experience in handling such roles.
- Knowledge of computer (MS office, Internet & tally)

**Remuneration:** Rs. 10,000 per month.

SEWA Bharat is women based organization and we encourage women candidate to apply no later than **30<sup>th</sup> May 2019** to [jobs@sewabharat.org](mailto:jobs@sewabharat.org) and please mention the position for which you are applying.