



Accountant, Katihar

About SEWA Bharat:

Self Employed Women's Association (SEWA) is a movement to empower women working in the informal economy. SEWA Bharat is part of the national SEWA movement. Established in 1984, it is a national federation of SEWA organizations of women working in the informal economy. SEWA Bharat emerged out of the need to address the SEWA movement's challenges with geographical expansion and coordination. SEWA Bharat comprises a family of SEWA organizations to further informal women workers' rights, livelihoods, financial independence, education, health and social security.

Job Description:

The position is based out of Katihar (Bihar) but the candidate must be willing to travel to different states as per the project/ organization requirement.

ACCOUNTS

- a. Keep accurate records for all daily transactions.
- b. Assist with budget preparation.
- c. Maintain project wise voucher entry in Tally ERP-9
- d. Documentation of incoming invoices related to Project activities.
- e. Monitoring & Settlement of advances of Staff consultants/suppliers.
- f. Prepare Bank Reconciliation Statements on weekly basis
- g. Produce error-free accounting reports and present their results.

Taxation and MIS

- a. Assist with tax audits and tax returns
- b. Direct internal and external audits to ensure compliance.
- c. Ensure compliance with GAAP principles.
- d. Prepare monthly, quarterly, and annual financial reports.

Key Skills and Qualifications

QUALIFICATIONS:

- Graduation in any stream is a must
- 2 – 3 years of experience in similar field
- Excellent verbal and written abilities in Hindi and English

SKILLS AND KNOWLEDGE (Mandatory):

- Advanced computer skills in MS Office, accounting software and databases
- Ability to collaborate effectively and work as part of a team
- Strong attention to detail

Location:

The position is based out of Katihar, Bihar, but the candidate must be willing to travel to different states as per the project/ organization requirement.

Application Process:

- Interested applicants with the required attributes are requested to send, in English, a detailed CV and a cover letter by email to jobs@sewabharat.org with subject: "Application for Accountant - Katihar".
- Last date of receiving application: EOD 5th September-2021
- Only shortlisted candidates will be contacted
- Female Candidates are encouraged to apply
- SEWA Bharat expects everyone to abide by Policies such as- Sexual harassment policy, child safeguarding policy & safeguarding policy followed by the organisation.