

URGENT REQUIREMENT

SBC³ is a Section 8 (non-profit) Public Company, focused on developing and implementing SBCC programs. SBC³ is a UNICEF Partner organisation and has been working with UNICEF on Ending Child Marriages in Maharashtra.

We are recruiting An Accountant for our organization.

These posts are exclusively for a person living in Mumbai. Outstanding command of spoken and written Marathi and English are essential.

Website: www.centreforsbcc.org

Position Code:	Accountant
Position:	Accountant
Timing	Full time position, 5 days a week.
Qualifications	M.Com
Experience:	About 5 years' experience in complete company accounts including everything from voucher preparation to posting, Bank reconciliation, Trial Balance, final accounts, IT returns, periodic reports for grantees . Experience in accounts of a Sec 8 ngo is a strong advantage.
Date for Joining:	Immediate.
Location	Mumbai, currently office is at Santa Cruz East adjacent to Railway station

Roles and Responsibilities

- Preparation & Finalization of the financial statement of the company.
- Ensure External Auditor approvals and signing of final accounts.
- Preparation & Generation of various reports and Statements.
- Preparing of monthly / Quarterly / Yearly Balance sheet and Profit & Loss accounts.
- Ensure timely TDS and PT payment.
- Day to day accounting entries in Tally.
- Bank Reconciliations, Cash Book, Cash Balances.
- Monitor procurement as per organisation's policy.
- Manage vendor payments.
- Print vouchers from Tally and maintain records.
- Coordination with Banks on required documents.
- Provide necessary information to auditors for clearing audit.
- Timely payment of Employee Salary and issue Salary slips.
- Periodic reports for UNICEF
- Ensure UNICEF accounts meet the approvals of their auditor.
- Weekly and monthly Financial MIS
- Issuing Form 16 for TDS deduction.
- Ensure all compliances of Registrar of Companies are filed via our Auditor.
- Ensure IT returns of the company are filed via auditor and meet IT dept requirements.
- Ensure compliance requirements of Government are met on time.

Reporting to: Director and COO

Skill set and Competencies:

- Knowledge of Tally.
- Outstanding verbal and written communication skills.
- Extremely well conversant and articulate in English, Hindi and Marathi.
- Proven ability to effectively work and coordinate with team.
- Very comfortable with Computer skills.
- Excellent presentation skills are required

Remuneration:

Will be between Rs. 30,000 and Rs. 45,000/- per month subject to qualifications and experience.

Interested candidates please send us your CV by email, within 10 days, to
“contact@centreforsbcc.org” with the subject line marked “**Accountant**”

IMPORTANT: The position is primarily for those currently located in Mumbai. **Outstation candidates will not be considered.**

