



**Title:** Accounts Associate

**Experience:** minimum 2-3 years of relevant experience

**Location:** Bangalore (*May include occasional travel to other locations in the North-East*)

**Reporting To:** Head – Accounts & Finance

**Compensation:** INR 30,000 per month (CTC)

### **About Sunbird:**

Sunbird Trust is a non-religious and apolitical not for profit organisation. Through the medium of education, it helps build bridges between various communities in conflict affected North East India and between people here and their countrymen elsewhere in India. Reaching out to the most underserved communities, irrespective of religion, caste or race, Sunbird Trust works to bring about lasting peace and understanding for a better future of self-reliance, dignity and hope.

### **Job Description:**

We are looking for a candidate with a sharp eye for finance and accounts and knowledge of regulations and compliances in the social sector. You would be responsible for working closely with the Head - Accounts & Finance in timely delivery of the assigned tasks and other day to day tasks of the Accounts & Finance team.

### **Job Responsibilities**

- Processing of bank payments (online/ Manual challans) after approvals.
- Work closely with the sponsorship team to ensure timely payments of Individual Students and Partner Institutions
- Procurements –Infrastructures, Assets, Administration Advances to staff for program, travel, events, Petty cash imp rest
- Handle monthly reimbursements of the team.
- Maintaining records of all bank, cash and Journal transactions as per Sunbird Trust procedural manuals & requirements in Tally EPR9 on a daily basis and get verified by department head.
- Reconciliation of the Bank accounts on a daily basis - verified by department head.

- Maintenance of Petty cash book at head office (Soft and Hard copy) and cash count physically verified by department head on alternate days.
- Maintain Asset Register at head office and compile the Asset Register of Sunbird Centers (Field offices) and consolidate them and review it on a quarterly basis.
- Maintain log book of Office vehicle and verify it on a weekly basis.
- Working on TDS, PF and PT and submitting the same to department head for verification and remittances on a monthly basis before 5<sup>th</sup> of the succeeding month.
- Maintain and file all documents neatly and in an organized manner for audit trails
- Maintain & monitor staff advance register, loan registers for staff & students. Keep department head informed on status of repayment / recovery.
- Assist in preparing Annual organizational budgets
- Ensure timely collection of soft copies of payment requests from Individual beneficiaries and Partner Institutions
- Collection of receipts from individual beneficiaries and Partner institutions/ Contractors /consultants along with UC for processing the next installment.
- Visit to Bank, post office, courier offices and CEO residence for documentation requirements and any other work assigned by the CEO
- Assist department head for preparation of MIS (Financial reports required by Management on monthly, quarterly and annually basis)
- Assist the department head in preparation of Financial UC of donors
- Work closely with the auditor to get audited UCs prepared for donors as required by them.
- Take lead in hosting of workshops, seminars, get together and events of the organisation.
- Assist the department head in Statutory and Internal Audit.

### **Required Qualifications & Skills**

- Graduate in Commerce
- 2-3 years' experience in independently handling tally entries and report generation in Tally ERP9
- Proficiency in MS Office and advance proficiency in excel

### **Desired Skills**

- Should know to drive two-wheeler and hold valid driving license.
- Team Player
- Flexibility and adaptability
- Ability to work with tight deadlines
- Ability to find your own path and creating opportunities for one self

### **Application Process:**

1. Preliminary screening of profile
2. Reference check
3. Personal Interview(s)

### **HOW TO APPLY?**

Send us your cover letter and CV at [careers@sunbirdtrust.com](mailto:careers@sunbirdtrust.com) to apply.