



Title: Accounts Associate

Experience: Minimum 3 to 5 years of relevant experience

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

Reporting to: Head – Accounts & Finance

Compensation: Commensurate to qualification and experience

About Sunbird Trust

Founded in December 2014, Sunbird Trust is a non-sectarian, non-religious NGO working with the objective of Peace through Education in insurgency-affected parts of North East India. It seeks to educate and empower lesser-resourced youth in the conflict zone thereby steering them away from possible radicalization against our country and leading them to self-sufficiency and supporting their entire families. Towards this end, Sunbird Trust runs a child sponsorship programme and helps build schools and hostels in the project areas in 6 North East Indian states. Some achievements of the Trust are as below:

- Positively impacts the lives of over 2,00,000 people in its project areas
- Sponsors the education of over 9000 children in 100 partner institutions in 6 NE states of Manipur, Nagaland, Assam, Meghalaya, Sikkim, and Arunachal Pradesh
- Has built or is building 13 schools and 21 hostels
- Team of 48 professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- Selected amongst the top 100 from over 2,300 NGOs for the award of the EdelGive Grow Fund (March 2022)
- In Feb 2023, awarded by Azim Premji University amongst top ten case studies of NGOs from across India for their annual “Stories of Change” competition
- In September 2024, renewed the GREAT PLACE TO WORK accreditation



Job Description

Sunbird Trust is looking for a candidate with a sharp eye for finance and accounts and knowledge of regulations and compliances in the social sector. 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.

Roles & Responsibilities

- Process 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
- Maintain 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 the department head
- Reconcile bank accounts on a daily basis (verified by department head)
- Maintain Petty cash book at Head office (Soft and Hard copy) and cash count to be 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 a log book of office vehicles and verify it on a weekly basis
- Work on TDS, PF and PT and submit the same to the department head for verification and remittances on a monthly basis before 5th 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 the department head informed on the 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
- Collect receipts from individual beneficiaries and partner institutions/ contractors /consultants along with UC for processing the next installment
- Visit Bank, post office, courier offices and Founder's 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 workshops, seminars, get together and events of the organisation
- Assist the department head in Statutory and Internal Audit.

Qualifications

- 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 MS Excel



Other Requirements

- Must have a valid two-wheeler license
- Team Player
- Flexibility and adaptability
- Ability to work with tight deadlines
- Ability to find your own path and creating opportunities for one self
- Sound knowledge of the social sector

Application Process:

1. Preliminary screening of profile
2. Personal Interview
3. Reference Checks

HOW TO APPLY?

Click on the link to apply: <https://forms.gle/fhiBoYadapZ4kZ9g9>