



**Title:** Associate - Accounts and Finance

**Experience:** **Minimum 3 to 5** years of relevant experience (Experience in handling FCRA will be an added advantage)

**Location:** Aalo, West Siang, Arunachal Pradesh (*Will include travel to locations across the Northeast and to the Head Office in Bangalore*)

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

**Compensation:** INR 4,80,000 to 6,00,000 (CTC)

### **About Sunbird Trust**

Established in 2014, Sunbird Trust is a non-religious and apolitical not-for-profit organization working in remote and conflict-affected parts of North East India with the motto of 'Peace through Education'. It facilitates physical and financial access to education by building schools and hostels and providing child sponsorships. It engages with local communities in livelihood development and fostering peace, thus helping build bridges between people here and their countrymen elsewhere in India.

- Team of 50+ professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- 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
- GREAT PLACE TO WORK accreditation since 2023

### **Roles & Responsibilities**

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. They would be responsible for working closely with the Head - Accounts & Finance in the timely delivery of assigned tasks and other day-to-day tasks of the Accounts & Finance team.

- 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 get 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), consolidate them and review them on a quarterly basis.
- Maintain a logbook 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 the 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 annual 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-togethers and events of the organisation
- Assist the department head in Statutory and Internal Audit.

### **Qualifications**

- Graduate in Commerce
- 2-3 years of experience in independently handling tally entries and report generation in Tally ERP9.



- Experience in handling FCRA will be an added advantage.
- Proficiency in MS Office and advanced proficiency in MS Excel

### **Skill Requirement**

- Team Player
- Flexibility and adaptability
- Ability to work with tight deadlines
- Sound knowledge of the social sector

### **Must-Have Mindset**

- Commitment & Integrity
- Team Player with good interpersonal skills
- Proactiveness, Flexibility and Adaptability
- Ability to assimilate in local culture and way of life.

### **Application Process:**

- Preliminary screening of profile
- Personal Interview
- Reference Checks

### **HOW TO APPLY?**

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

**Sunbird Trust**  
PEACE THROUGH EDUCATION