**BOMBAY NATURAL HISTORY SOCIETY**

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| 1  | **Position** | Account Assistant |
| 2 | **Type of engagement**  | Contract basis |
|  | **Reporting**  | Finance In-charge |
| 3 | **Qualification** | B.Com |
| 4 | **Experience** | Total 5 yrs. of experience in Account function of an NGO/ Corporate firm |
| 5 | **Knowledge & Skills** | * Experience of working on salary packages – implementation & evaluation.
* Knowledge of Taxation laws & its usage.
* Knowledge of FCRA Act
* Expertise in MS Office & Tally
* Able to work in a team
* Good communication skills
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| 6 | **Job Description** | * Maintaining petty cash accounts.
* Maintaining accounts of receipts and payments of all Projects.
* Reconciliation of Bank accounts.
* Verification of all bills and advance payments.
* Data entry of all transactions on Tally, Issue of financial statements utilization certificates etc.
* Preparation of monthly salary statements for Bank transfer.
* Preparing of cheques and getting the cheque signed by authorised signatories.
* Keeping a track of all investments in Fixed Deposits and timely renewal of the same.
* Passing of journal entries wherever necessary.
* Liaising with Banks for balance confirmation certificate of various type of accounts.
* Responsible for Salary processing through software package, keeping track of staff loan and advances as data provided by HR department and attending salary related queries.
* Project related;
	+ Preparing UCs, I & E and project invoices with consultation with Project In-charge and compliance of the same.
	+ Providing financial details to funding agencies and attending accounting related quires
	+ Preparation of MIS for Project. Overall review of project expenditure in the light of budget.
	+ Co-ordination with project staff.
* Preparing of MIS report for various projects.
* Internal correspondence with BNHS’s officials and staff.
* Any other duties assigned from time to time by superiors.
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| 7 | **Age Limit** | Below 35 yrs. |
| 8 | **Other** | Selected candidate will be posted in Mumbai and will have to travel whenever necessary. |
| 9 | **Salary** | As per Society norms  |

**General Instructions:**

1. Interested candidates can send their application via email with a detailed CV within 10 days by giving three references at HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001. **Email: cv.hr@bnhs.org**

2 BNHS reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.