

Terms of Reference

Position: Accountant

Location: Guwahati, Assam

About the organisation: North East Network functions on the basic ideology of gender equality with a rights perspective. Established in 1995, the organisation has become one of the leading feminist organizations in the north- east region of India. NEN functions on the thematic areas of the following: Gender Based Discrimination and Violence against Women (GBDVAW), Governance and State Accountability (GSA) and Natural Resource Management and Livelihoods.

Job Description

The responsibility of the Accountant is to maintain accurate Accounts of multiple projects and ensure timely action regarding all financial aspects of the organisation.

Educational qualification:

- B.Com/M.com degree from recognized institutions.

Work Experience:

- Minimum 2 years of experience in accounting (preferably in the NGO sector)
- Experience in project accounting and handling multiple projects
- Proficient in Tally ERP 9, MS Office
- Experience in FCRA, Income Tax and NGO compliances.
- Working knowledge of English is essential

Primary responsibilities:

- Maintain cash forecast, control income/ expenditure and cash flow of projects.
- Prepare consolidated budget and quarterly expenditure statements for every project through trial balances, receipts and payments.
- Prepare bank reconciliation and complete all procedures before 15th day of each month.
- Disburse staff salaries, bills, vendor payments etc. and ensure correct documentation/supervision of all vouchers.
- Be responsible for all bank transactions, visits and communications.
- Supervise the procurement procedures from different projects.
- Work closely with admin and finance teams on matters related to EPF, TDS, PT towards its timely payment.
- Ensure that the tally entries are accurately updated on time for different projects and financial records.
- Submit the monthly project utilisation report to the project teams before 10th day of each month.
- Document official information, correspondence and documents of funders/donors in e-formats and in physical folders.
- Support Finance teams in making fund request to donors at regular schedules.

- Participate in organisational fund raising exercises.
- Provide accurate information/data to prepare six monthly/annual statutory audits.
- Visit district teams to supervise and provide guidance on proper book keeping methods.
- Provide technical inputs to project teams for preparing budgets related to various activities.
- Conduct timely disbursement of funds to different offices and units of NEN.
- Participate in staff capacity building programmes and team meetings inside and outside Assam.
- Make annual trips to NEN offices in Nagaland and Meghalaya.

HOW TO APPLY:

Send your up-to-date CV to vacancyassam@northeastnetwork.org by **8th September, 2021**, along with following documents:

- Two references
- Last drawn salary slip
- Work experience letter from previous employer
- Educational certificate/s
- A covering letter clearly explaining your suitability against the essential criteria given in the job description

Kindly ensure that the subject line of your email states “Application to the position of Accountant-Assam”. Please note, only shortlisted candidates will be contacted.

Women are encouraged to apply.