

OPENING FOR ACCOUNTS EXECUTIVE

14th December 2017

Rosa Luxemburg Stiftung India Liaison office based in New Delhi is hiring an Accounts Executive.

Job Responsibilities

Core Responsibilities

- Handling of project partner accounts on monthly / quarterly basis
- Posting of partner accounts in RLS accounting software and maintaining financial documentation
- Communication and follow-up with, and assisting project partners
- Familiarizing and training project partners about financial directives and funding guidelines
- Interaction with RLS head office on finance matters
- Support of RLS Project Managers with partner accounting / financial directives and funding guidelines
- Travel for financial checks and training of partners

Day-to-day Responsibilities

- Preparation and posting of voucher entries in TALLY
- Maintaining and executing Cash / Bank / Credit Card books / payments
- Preparation of Bank Reconciliation Statement.
- Preparing and executing all legal compliances / taxation governing Liaison Office
- Executes Payroll, Accounts Receivable and Accounts Payable functions.
- Active involvement in the organization's annual audits.

Qualifications

- Bachelor of Commerce with/or CA / CMA (Inter)
- Minimum of 05 (five) years of working experience in financial reporting and general accounting areas, preferably in an international organization or with international donors
- Knowledge of Legal compliances governing NGOs / Liaison office necessary
- Must be proficient with Tally ERP 9 / MS-Excel
- Good interpersonal communication skills in English, both written and verbal
- Open to travel
- Immediate joining will be preferable

Your application must include a cover letter and curriculum vitae.

The application has to be addressed to Ms. Sonila Swaminathan, Office Manager, and send until 10th January 2018 to south-asia@rosalux.org.

Only shortlisted candidates will be contacted

ROSA-LUXEMBURG-STIFTUNG (www.rosalux.de | www.rosalux.in)