

Job Description

Role Title: Accounts Associate	Location: Delhi
Reporting To: Accounts Officer	Core / Field: Core

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that works to improve the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, adolescents, especially young girls the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities.

POSITION SUMMARY:

The Accounts Associate will be responsible for verifying and processing all financial documents such as bills, invoices, claims, and fund requests, ensuring accuracy, proper approvals, and compliance with policies. The role includes maintaining correct documentation, checking cost codes and budget lines, recording transactions in Tally with appropriate tax deductions, and updating financial trackers and reports. The person will also coordinate with state teams and consultants on finance-related matters, manage fixed asset records, and assist in preparing aging reports.

KEY ROLES & RESPONSIBILITIES:

1. Verification of Financial Documents:

- Verify all bills, invoices, claims, financial reports, and fund requests for accuracy and completeness.
- Ensure that all required supporting documents are attached with bills/invoices/claims.

2. Document Compliance and Review:

- Check that all bills/invoices carry valid cost codes and budget line items.
- Ensure that all bills/invoices have been verified and approved by the respective SPO/PO/Executive and State Head.
- Verify that attendance sheets are attached for all training programs/workshops.
- Ensure that trip reports and original bills/boarding passes (if applicable) are attached with all Travel Expense Reports (TERs).
- Ensure that Purchase Order (PO) / Consultancy Contract / Grant Agreement numbers are mentioned on all relevant documents and correspond to issued contracts.
- Cross-check vendor rates with approved POs and suggest updates if required.

3. Coordination and Communication:

- Coordinate with State team members and consultants on all finance-related matters.

4. Accounting and Reporting:

- Record all vouchers in Tally with TDS (Tax) deduction if any, ensuring correct cost center allocation.
- Check and verify accurate fixed assets/inventory records.

- Update trackers for communication, utilities, contracts, and Purchase Orders, ensuring timely follow-ups.
- Prepare aging reports regularly and follow up on long-outstanding items.

5. General:

- Undertake any other financial or administrative responsibilities as assigned by the Line Manager.

Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.

Required Qualifications & Skills:

- Minimum 2 years in Social Sector
- Minimum Commerce Graduate
- Proficient in Tally & MS-Excel
- Assisting in Statutory mandates and project audits as per regulations

OTHER DETAILS:

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

Application link: <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-015>

- Only Short-listed candidates will be intimated

C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.