



Job Description

Role Title: Accounts Assistant	Location: New Delhi
Reporting To: Senior Finance Officer	Core / Field: Core

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that improves the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, young girls and boys 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 strengthening ability to become leaders in their communities and in governance.

POSITION SUMMARY:

Supporting finance team in Verification and data entry of all bills, invoices, claims etc. into Tally software.

KEY ROLES & RESPONSIBILITIES:

- Verification of all bills/ invoices/ claims / sub-grantees financial reports and fund requests.
- To check that all the required supporting is attached with the bills/invoice/ claims etc. Some examples are:
 - To check that all the bills/ invoices etc. have valid cost codes and line items.
 - To ensure that all the bills have been verified and approved by the respective SPO/PO/Executive and by the State Head.
 - Ensure attendance sheets for all training programs/workshops etc. are attached with the claims.
 - Ensure Trip reports and original bills/boarding passes if applicable are attached with all TERs
 - All Purchase Order (PO) / Consultancy Contract/ Sub-grant agreement numbers are mentioned on relevant documents and match the issued contracts.
 - Verify the rate of regular vendors with POs and suggest any changes if needs to be done
- Coordinate with the State members/consultants in the State Office on all financial matters.
- Voucher Entry in Tally with the appropriate cost center on a regular basis
- To verify inventory records.
- Updating Tracker for communication, utilities, contracts, and Purchase Order and follow-up
- Preparing Aging reports timely and following up for long outstanding if any
- Undertake any other activities/responsibilities as assigned by the line manager.

REQUIRED QUALIFICATIONS & SKILLS:

- Minimum 5 years (preferably in social sector)
- Proficient in Tally, maintaining Invoices, bills, Excel, and releasing payments.
- Assisting in Statutory mandates and project audits as per regulations.

Good to have:

Relevant experience of working in Development sector

OTHER DETAILS:

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: 30th November 2023 (Depending on the responses and if we find the right candidate, we may close the positions earlier)
- Please send your latest CV, with a covering letter at jobs@c3india.org
- **Please mention the position you are applying for in the subject line of your email.** The application must contain information about your current salary & benefits drawn (CTC).
- 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.