

1. **Accounts Officer (Location: Ahmedabad)**

Key responsibilities

- Preparing the salaries, expenses and accounts related documents, computer data
- entry on a daily basis and finalization of accounts including the balance sheet as per the requirements projects and accounting systems of SWATI.
- Preparing appointment related contracts, cash flow planning, governing body
- meetings, finance committee meetings etc.
- Finalizing the accounts and preparing the balance sheet for statutory audit with
- the auditors of SWATI for the financial year ending March 31st. Ensuring financial audit is conducted as per legal requirements and as per donor specifications
- Entering into the computer all cash, advances and bank related transactions as
- well as cash and bank reconciliation and managing the bank accounts of SWATI.
- Dealing with charity commissioner for the purpose of trust/society
- administration and governance.
- Dealing with income tax and carrying out all statutory obligations of SWATI as
- required by the laws of the state and country including income tax, charity commissioner, provident fund, FCRA and any other.
- E-filing of tax returns, PF and FC-6 forms.
- Travel to field offices of SWATI every month for the purpose of monitoring,
- training and maintainence of accounts and administration related functions of these offices and their coordination with central office.
- Record and manage grant agreements with donors
- Orient staff on all major financial policies and updates

Eligibility: Tally accounting system and four to five years of NGO accounting experience in a middle level or senior position. Tally