

Documentation Cum Accountant - 1 Post

Key Roles and Responsibilities:-

- Manage & Document financial transactions on a daily basis
- Have capacity to document the actives and consolidate the same in the prescribed template.
- Work on regular reporting and share with the Coordinator.
- Ensure Proper documentation of all activities that are being carried out.
- Visit communities in the operational villages as on a regular basis to document processes.
- Keep track of accounts and ensure effective checks and balances for the expenses.
- Ensure the accounts for the porgrammes are settled on time by the Staff / Volunteers
- Carrying out administrative tasks and filing documents
- Any other assignment given by the Zonal Office.
- Should be willing to stay in the operational Area, Nursapur Mandal, Medak District – Telangana State

REQUIRED SKILLS AND COMPETENCIES

- Ability to manage computerized accounting system
- Ability to undertake field work and open to travel
- Knowledge and understanding on Documentation and Accounting
- Good interpersonal and communication skills
- Proficiency in English and Local Language – Telugu
- Ability to meet the reporting deadlines
- **Education:** M.Com with 2-3 years experience
- **Place of posting:** Medak, Telangana
- **Compensation package:** Rs,20,000/- CTC
- **Last Date for Applications:** 5 January, 2020