

JOB DESCRIPTION
Accounts Executive
Bharat Rural Livelihoods Foundation

Position: Accounts Executive

Location: Delhi with travel to BRLF geographies of operation

Number of Positions: One

Reports To: Manager- Finance & Accounts

Nature of Employment: Full-time contract with benefits

1.ORGANISATION BACKGROUND:

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), Government of India (GOI) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, to transform livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are fostering strategic partnerships with state govt for improving program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a Knowledge Hub for the sector.

For more details, visit www.brlf.in

2. JOB DESCRIPTION/ RESPONSIBILITIES:

The **Accounts Executive** shall be responsible for the following.

Key Job Responsibilities:

- Timely Deposit TDS, TDS(GST), PT and PF and file monthly/ quarterly TDS, TDS(GST), PT and PF return within due date.
- Issue Form 16 and 16A to staff and Vendors.
- Prepare and process salaries as per direction from HR department, staff tax calculation based on investment declaration and final tax calculation based on actual investments.
- Process salary advance and adjustment of deduction as per the policies and procedures.
- Support in processing F&F settlement of staff leaving the organization as per the HR department recommendations.
- Maintenance of FD Register, Fixed Assets register (Excel) as per requirement and calculate depreciation and same be updated in books of accounts.
- Verification and payment processing of vendor invoices, vendor advance, staff travel advance, Travel settlement, Petty expenses and other reimbursement as per policy.
- Recording of transactions in account books (Tally ERP.9) as per budget head and generate vouchers

- Maintain hard and soft copy of records and files related to the finance and account's function. Maintain a good filing system.
- Process release of grant to various types of partners.
- Grant Management including maintenance of grant tracker, manually and in the software.
- Support in the preparation of monthly and periodic financial reports.
- Support in CAG, Donor, Internal and Statutory audit as & when required.
- Support in computation and finalization of accounts, Budget, Revised Budget, Fund Flow, etc.
- Be ready to take on other roles as well as back stop others in any other function as needed for the proper functioning of the BRLF office.

3. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification and Experience

(1) Any graduate and postgraduate with a minimum of two to three years of relevant experience of working in the projects/ company/ organization.

(2) Good knowledge of handling payments.

Essential Skills and Competencies:

(1) Good knowledge of computers, especially of Excel.

(2) Ability to work in a multi-cultural/ multi-disciplinary team.

(3) Ability to multi-task and work well in such a team.

4. COMPENSATION OFFERED:

The remuneration package is budgeted for a range of INR 40,000-60,000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

5.LOCATION: New Delhi

6.Age Limit: Max. Up to 45 years

****Languages**

Good command in speaking, reading, and writing in English and in Hindi are required.

8. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply through [this link](#).

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of September 20, 2024.

BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Qualified women are encouraged to apply.