**BOMBAY NATURAL HISTORY SOCIETY**

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| 1 | **Position** | Account Assistant |
| 2 | **Type of engagement** | Contract basis |
|  | **Reporting** | Finance In-charge |
| 3 | **Qualification** | B.Com |
| 4 | **Experience** | Total 5 yrs. of experience in Account function of an NGO/ Corporate firm |
| 5 | **Knowledge & Skills** | * Experience of working on salary packages – implementation & evaluation. * Knowledge of Taxation laws & its usage. * Knowledge of FCRA Act * Expertise in MS Office & Tally * Able to work in a team * Good communication skills |
| 6 | **Job Description** | * Maintaining petty cash accounts. * Maintaining accounts of receipts and payments of all Projects. * Reconciliation of Bank accounts. * Verification of all bills and advance payments. * Data entry of all transactions on Tally, Issue of financial statements utilization certificates etc. * Preparation of monthly salary statements for Bank transfer. * Preparing of cheques and getting the cheque signed by authorised signatories. * Keeping a track of all investments in Fixed Deposits and timely renewal of the same. * Passing of journal entries wherever necessary. * Liaising with Banks for balance confirmation certificate of various type of accounts. * Responsible for Salary processing through software package, keeping track of staff loan and advances as data provided by HR department and attending salary related queries. * Project related;   + Preparing UCs, I & E and project invoices with consultation with Project In-charge and compliance of the same.   + Providing financial details to funding agencies and attending accounting related quires   + Preparation of MIS for Project. Overall review of project expenditure in the light of budget.   + Co-ordination with project staff. * Preparing of MIS report for various projects. * Internal correspondence with BNHS’s officials and staff. * Any other duties assigned from time to time by superiors. |
| 7 | **Age Limit** | Below 35 yrs. |
| 8 | **Other** | Selected candidate will be posted in Mumbai and will have to travel whenever necessary. |
| 9 | **Salary** | As per Society norms |

**General Instructions:**

1. Interested candidates can send their application via email with a detailed CV within 10 days by giving three references at HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001. **Email: cv.hr@bnhs.org**

2 BNHS reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.