# BOMBAY NATURAL HISTORY SOCIETY

***Requires***

# Account Assistant (Advt. No. 016/25)

**About BNHS**-The Bombay Natural History Society, India’s premier environmental organization engaged in conservation of nature, research in natural history/wildlife, since 1883. The BNHS announces the following vacancy in Mumbai, Maharashtra.

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| 1 | Position | Account Assistant |
| 2 | Type of engagement | Contract basis |
|  | Reporting | Finance In-charge/ Head Finance |
| 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/ FCRA
* Expertise in MS Office & Tally
* Able to work in a team
* Good communication skills
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| 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 in cost centre wise 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 U.C.s, 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.
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| 7 | Age Limit | Below 35 yrs. |
| 8 | Other | Selected candidate will be posted in Mumbai and will have to travel whenevernecessary. |
| 9 | Salary | Negotiable |

**General Instructions:**

1. Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg. **0016/25 - Application for the post of Finance Assistant** and email the completely filled in application on: cv.hr@bnhs.org.
2. BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.