



**President**  
**Pravinsingh Pardeshi (IAS) Retd.**

**Job Vacancy**  
**Bombay Natural History Society (BNHS)**

Position: Senior Accountant  
 Type of engagement: Regular  
 Reporting: Director  
 Salary: As per the qualification and an experience  
 Experience: 8-10 years of experience in Accounts  
 Qualification: Bachelor/Masters in Commerce  
 Professional Qualification CA/CMA (preferable)

**Key Performance area:**

	<b>Senior Accountant</b>
	To take care of finances of the Society.
	<b>Income Tax</b>
1.	Preparation of final accounts, including computation of income.
2.	Filing of income tax returns.
3.	Attending TDS Queries from the Income Tax Department.
4.	Attending to Income Tax scrutiny/assessment.
5.	Application for TDS exemption under section 197.
6.	Liaising with statutory auditor for tax audit.
	<b>FCRA</b>
1.	Preparation of final accounts for FCRA.
2.	Filing of FCRA returns.
3.	Uploading details of foreign contribution on the website per quarter.
4.	Liaising with the statutory auditor for FCRA Audit.
5.	FCRA Renewal – Application filing every five years.
	<b>Charity Commissioner's Office</b>
1.	Preparation of BNHS internal budget and the budget to be submitted to the Charity Commissioner's office.
2.	Filing budget to the Charity Commissioner's office.
3.	Preparing final accounts for Charity Commissioner's office.
4.	Filing Charity Commissioner Return in IX-C.
	<b>GST and TDS</b>
1.	Monthly and annual return verification and approvals
	<b>Other Responsibilities</b>
1.	Review of the project proposals and memorandum of understandings to be signed for implementation of projects from the funds point of view.

2.	Keeping track of Society's investments.
3.	Management of funds in both restricted and unrestricted areas.
4.	Provide financial information, support and analysis through management reporting to Director, Governing Council, Office Bearers and to the Heads of the Departments.
5.	Assist the Director to review departmental performances against the annual budget.
6.	To keep the Director informed on the issues, trends and changes in the financial operating.
7.	Providing assistance to the staff in budgeting, identifying and allocating resources and whenever necessary, address the financial difficulties, challenges and opportunities.
8.	Verification and follow up for HR documents for salary processing, annual TDS computation and investments verification. Calculation of arrears .Preparing Utilization certificates
9.	Convenor of the Finance & Accounts Committee
10.	12A, 80G Renewals every five years
11.	To approve online statutory payments like TDS, PF and PT.

**General Instructions:**

1. Interested candidates can send their application via email with a detailed CV by 15<sup>th</sup> September 2024 to HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001 Tel. 22821811. Email: [hrhead@bnhs.org](mailto:hrhead@bnhs.org), [director@bnhs.org](mailto:director@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.

BNHS website: [www.bnhs.org](http://www.bnhs.org)