

**Position Name:** Accountant

**Position Code:** IRADe/2016/SARI/EI/Acc

**Location:** New Delhi

**Organization Name:** Integrated Research for Action & Development (IRADe)

**Organization Profile:** IRADe is a reputed institute, which conducts multidisciplinary research, policy analysis, action programmes in the field and training in energy, environment and sustainable development. Established in 2002, the institute has collaborators and projects with well-known international and national organizations, various ministries, public and private sector. To know about IRADe log on to [www.irade.org](http://www.irade.org).

**Essential Qualification:**

- B.Com/M.Com/CA-Inter with 3 to 5 Years of experience in NGO Accounting
- Proficiency in Tally ERP.9 and MS Office

**Desirable:**

- Experience in reconciliation, scrutiny of soft accounting data and adequate knowledge of Ms-Excel and preparation of MIS & Utilisation Certificate.
- Good English communication skills.

**Job Responsibilities:**

- Maintenance of sound accounting systems in line with organisational and donor procedures.
- Timely processing of payments and maintaining MIS for tracking of advance paid to the vendors
- Accurate and timely settlement of travel, petty cash, vendors, payroll & consultant, etc. with due considerations to deductions (advances, loans, taxes).
- Ensures that all accounting record is properly supported by documentation that meets the requirements of the donor and is properly filed for easy retrieval.
- Maintaining donor agreements and contracts with service provider.
- Co-ordinate with the vendors/parties for any queries on the invoice/bill.
- Responsible for preparation of monthly expense report.
- Responsible for stringent control over funds/ imprest balances minimizing both shortage and/or idle funds balances.
- Ensure the timely preparation, review and getting approval of all monthly bank account and cash reconciliation's.
- Preparation of periodic funds request to donor and ensuring smooth flow of funds.
- Responsible for statutory compliances including filing of quarterly TDS and EPF return.
- Maintenance of Fixed Assets register
- Ensures timely back-up of all financial data & Tally data & periodical verification of fixed assets.
- Actively participate and support the procurement of goods and services where ever it is required.
- Any other duties assigned by the Finance Head.

**Remuneration:** Will be commensurate with experience and expertise.

Please apply to [jobs@irade.org](mailto:jobs@irade.org) with the following :

- Brief and detailed c.v.
- Current and expected salary
- Names and contact details (telephone and email) of two references.

Please do NOT enclose certificates at this stage.

Last date for receipt of applications is 29.07.2016. Interested and eligible candidates may apply with detailed CV and two professional references at – [jobs@irade.org](mailto:jobs@irade.org) by indicating position Code: **IRADe/SARI/EI/Acc** as subject.