

Vacancy for: Finance and Accounts Officer

Mobile Creches (MC) a pioneer NGO has been operational since 1969, reaching childcare and health services to more than 15,000 children every year, through workplace and community-based crèches and daycare centres.

MC pioneered the cause of Early Childhood Care and Development (ECCD) and focuses on the young child under six years in urban slums and the migrant child, at construction site. MC's multi-pronged approach- working with construction worker's children, urban slum communities training and ECD partnership address both the short- and long-term needs of children. It is officially recognized as a technical resource by the government and is on the path by scaling up with government and other players in civil society.

As an organization, MC adheres to a strict safeguarding policy and policy on Sexual Harassment & Gender Insensitivity. All staff, volunteers, interns, vendors, consultants etc. are obliged to be aware of the conditions of these policies, be a signatory to these and follow the norms.

Position Details:

Designation : Finance and Accounts Officer

Level : 4

Location : New Delhi (Head Office)

Reporting to : Manager, Finance

Educational Qualification and other requirements:

- Graduate/Postgraduate in Commerce, Finance, or Accounting.
- Working knowledge of ERP accounting systems and proficiency in MS Office (Excel, Word, PowerPoint, Outlook).
- Good command of English and Hindi (written and spoken).
- Strong analytical skills, attention to detail, and commitment to deadlines.

Total relevant work experience:

- 2–4 years of relevant experience in accounting and financial operations, preferably in the development or NGO sector.

Responsibilities:

Prepare accounting documents

- a) Timely day to day Data entry of financial transactions and maintain all file records.
- b) Bank reconciliations with bank book (day to day) and arrange formalities/documents required by Bank.
- c) Verifying payment bill voucher and Income receipts.
- d) Regular checking of Cash balance.
- e) Sub Granting – Maintaining and reporting

Effective and efficient management of day -to -day Financial Operations and Finalization

- a) Reconcile data entries with Cash book, Bank book, Journal and Ledgers.
- b) Maintenance of Accounts
- c) Prepare monthly income/contractor income (individually & Outstanding)
- d) Prepare monthly project wise expenditure statements/ Income.
- e) Prepare Expenditure (org & projects) monthly

Assist in statutory and internal audits of the organization

- a) Provide effective assistance during statutory and internal audit and clarify issues raised by the auditors.
- b) Assist in preparing Balance sheet with schedules (Local & FCRA)
Assist in taking corrective action on the comments/reports given by the statutory/internal auditors.

Interactions & Interrelationships within & outside the organization:

- a) Take input from Manager Accounts.
- b) Periodically review and take feedback from team members and other departments.
- c) Interact and provide support to external and internal auditors

Remuneration: up to Rs. 30,000 per month.

How to Apply:

Eligible candidates interested in this position are requested to email their applications to hadmin@mobilecreches.org. The application should include:

1. Cover letter - stating your suitability for the position based on past and present work experience (as an attachment in pdf)
2. Updated resume (as an attachment in pdf)
3. Details of current/last salary drawn per month (to be included in the email body)
4. Notice period (in days)

Note:

1. The above details and attachments are mandatory, and without which your application will not be considered.
2. Email subject line should be: **“Application for Finance and Accounts Officer”**
3. Only short-listed candidates shall be contacted.