



Job Title

Accounts Manager

Job Category

Top Accounts Management

Job Location

Jaipur, Rajasthan, India

Job Summary

JBF is looking for a Chartered Accountant possessing at least 15 years of experience in the accounting sector. The Account Manager should have excellent command over accounting procedures, preparation & finalization of balance sheets, knowledge of statutory & accounting compliance and computer proficiency.

Job Description

The responsibilities of the Accounts Manager are as follows:

1. Management and reporting of accounts, as per statutory provisions and management requirements.
2. Preparing Financial Budgets for Project Proposals, Annual Work Plans and constantly monitoring the expenditures, commitments & balance of funds under the budget parameters.
3. Planning and Management of financial resources, to ensure optimum utilization of resources.
4. Facilitating internal audits, statutory audits and donor audits, along with immediate compliances towards audit observations.
5. Periodical preparation of the Management Information System (MIS) for projects and ensuring that expenses are made within approved budget-lines and as per the management system guidelines.
6. Ensuring proper procurement procedures and sound commercial practices, as per the management system guidelines.

Desired Candidate Profile

- At least 15 to 20 years of experience in the Accounting Sector
- Should have cleared CA Final
- Excellent command over accounting procedures
- Knowledge of FCRA rules and regulations
- Proficiency in Tally and Excel Software
- Good communication skills in English and Hindi
- Computer literacy

Candidates with less than the required experience or qualifications will not be considered for this position.

Remuneration

Remuneration will be commensurate with experience and qualifications

Applications

All applications should be sent with a covering letters to the following email address:

Email Address:

hr@jalbhagirathi.org

Organizational Profile

Jal Bhagirathi Foundation works towards strengthening the capacity of desert communities to manage their scarce water and natural resources through traditional best practices. With active participation from the community JBF acts as a catalyst and facilitator for the construction and restoration of traditional water harvesting structures to create availability of drinking water.

JBF is attempting to empower village level institutions to adopt a pragmatic approach towards development and restoration of common property resources, benefits of which will accrue to the entire village community.

The Foundation follows a participatory approach and emphasizes on strengthening village level institutions to effectively manage natural resources.

For more information about the Foundation, please visit our website at www.jalbhagirathi.org