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| **Designation:** | Assistant Manager-Accounts |
| **Job Department:** | Finance & Accounts Department |
| **Qualification:** | B Com or M. Com |
| **Experience:** | 5+ years |
| **Job Location:** | HQ, Delhi |

**Job Description:**

Reporting to the DGM – Accounts and HOD – Medical and Dedicated Finance resource to the position of Accountant will be hired to manage the complete accounting of medical function.

1. **Primary Responsibilities:**
2. Follow up with Medical Vendors to receive the Invoices on time.
3. All the Invoices will be checked & verified as per the terms of the agreement.
4. Ensure the entries of the support in the vCAN against the vendor bill and raise the discrepancy to the medical function to align with Invoices.
5. Ensure all Invoices will be booked in tally as per accounting practices followed by the organization and with proper medical donor allocation at the time of entering the invoices.
6. To ensure proper filing of Vendor Invoices, agreements, and accounting documents of the medical function.
7. Regular Interaction with the Medical function to keep track on activities and to provide updates on booking Invoices and payments.
8. Interact with Vendors for providing the statement of account, Vendor reconciliation, and update on payments and other related work as may be assigned by the Medical and Finance function.
9. **Financial Planning & Budgeting**
10. Work closely with the CK fundraising functions to develop donor proposals for medical functions.
11. Provide financial information for business decision support to all parts of CK related to medical function.
12. **Treasury operations**
	1. To coordinate with Finance department about the payment status and outstanding payments.
13. **Compliance**
14. Ensure compliance with organization and Finance Policy and procedure
15. Coordinate with the Medical function on the renewal of Vendor agreements.
16. **Secondary Responsibilities:**
	1. To provide support for the multiple audits with regard to Medical function and to prepare the Statements and reconciliation with regard to audits.
17. **Job Dimension:**
18. Dealing with the expenditure of Rs 16 to 17 Cr.
19. **Job Qualifications and competencies required:**
20. Qualified Masters or Postgraduate.
21. Good command of “TALLY ERP 9”
22. Good proficiency in MS Office package- especially in MS Excel
23. Good knowledge of financial accounting and accounting standards
24. To be Good in technical knowledge and strong practical skills.
25. Good communication skills and computer skills.
26. Active & responsible and can work under pressure.
27. Knowledge of industry trends, regional variations, and customer requirements.

**Additional Duties:**

This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.