

Accounts & Admin Officer based in Haridwar

Founded in 1994, SEEDS is celebrating its Silver Jubilee this year!

During the last 25 years, SEEDS has worked for all major disasters that struck India and neighboring countries by supporting in relief operations, doing shelter and school construction, training in school safety program and enhancing capacities of the affected communities in various disaster mitigation processes.

SEEDS also has been working on School Safety Program.

Job Profile:

The Accounts & Admin Officers are to handle accounts and administration in the project office based in Haridwar. The position will be directly working under the District Coordinator and will report to SEEDS' Head Office for Finance and Administrative matters.

Roles and Responsibilities:

1. General Accounting

- Maintenance of cash book, ledger, journals, etc.
- Maintenance of project wise books of accounts
- Ensure all accounting transactions are entered using the TALLY software on day to day basis

2. Ensure that all processing is performed in a timely and accurate manner

- Prepare accounting vouchers and getting the same authorized by the competent person.
- Ensure all subsidiary accounts, such as fixed assets registers, advance registers, payment registers etc. are maintained and updated on daily basis.
- Bank Reconciliation and ensuring timely and accurate revenue recognition by the banks, bank charges, ensuring efficient transmittal of funds.
- Processing of Payment through banking
- Maintaining of Cheque Book data
- Keeping & maintaining of records of account / payment transactions
- Monthly Budget finalization with the support of project team

3. Provide administrative support

- Support Project Manager in procurement , adhering to systems & procedures
- Maintenance of attendance and leave records
- Arranging logistic requirements – like travel and stay arrangements
- Record keeping of stocks and building materials
- Vendor management
- Arrangement of venue for programmes / workshops
- Maintaining of movement register to keep track on the movement of project team
- Office running maintenance.

4. Other functions

- Support District Coordinator in smooth running of project activities
- Management of imprest account
- Reporting to Head Office on finance and administrative matters

Qualification & Experience:

- B.Com. with at least 2- 3 years of experience in accounts , preferably in **NGO sector**
- Filed experience is desirable

Skills & Competencies:

- Knowledge of MS office, TALLY and ERP package is essential.
- Knowledge of Service tax, TDS and Payroll
- Good interpersonal skills, ability to work in a team
- High quality standards to ensure that stakeholders are satisfied
- Good budget tracking skill
- Willingness to travel

How to Apply:

Candidates with a passion to work in the humanitarian sector and have the above qualifications and skills may apply to [Join Us](#) with the subject “Accounts & Admin Officer” in Haridwar mentioning the current and expected salary. Women candidates are encouraged to apply, Visit us at www.seedsindia.org