

Finance & Adm. Manager based in Dehradun

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. SEEDS is looking for Finance & Administrative Manager for School Safety Programmes in Dehradun

Job Profile:

The Finance and Administrative Manager will be overall responsible for all financial and administrative matters of the entire SEEDS 'school safety program in Uttarakhand. He will directly reporting to the School Safety Program Manager and will be guided by SEEDS' Head Office for Finance and Administrative matters.

Roles and Responsibilities:

1. General Accounting

- Responsible for all finance and administrative matters of the program
- 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
- Budget tracking
- Financial reporting

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.

3. Administrative and H.R Roles

- Recruitment, procurement , adhering to systems & procedures
- Guiding accounts and adm officers regarding all administrative and logistics requirements – like travel and stay arrangements

4. Other functions

- Work in close co-ordination with project manager in smooth running of project activities
- Management of imprest account
- Reporting to Head Office on finance and administrative matters

Qualification & Experience:

- Post Graduate in Commerce /MBA with at least 5-6 years of experience in finance, accounts, and administration preferably in **NGO sector**
- Field experience is desirable

Skills & Competencies:

- Knowledge of MS office, TALLY and ERP package is essential.
- Knowledge of, GST, 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
- managing vendor skills

- **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 "Finance & Admin" in Dehradun mentioning the current and expected salary. Women candidates are encouraged to apply, Visit us at www.seedsindia.org