



## **Job Description: Accounts Executive- Darbhanga**

### **About SEEDS**

SEEDS is a not-for-profit organization that helps make communities resilient through comprehensive interventions in the areas of disaster readiness, response, and rehabilitation. Since 1994, the organization has worked extensively on every major disaster in the Indian subcontinent, integrating locally-based approaches to build the long-term resilience of the communities it serves. As SEEDS looks at completing 28 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

### **Position**

The position of the Accounts Executive involves providing financial and accounting work support to colleagues of the project. Reporting will be to Project Coordinator.

### **Responsibilities**

- Assisting in the preparation of budgets
- Managing records and receipts
- Reconciling daily, monthly and yearly transactions
- Preparing balance sheets
- Processing invoices
- Supporting the Finance Manager and executives with projects and tasks when required
- preparing accounts and tax returns
- auditing financial information
- Managing colleagues, workloads and deadlines.

### **Candidate must have**

- Bachelor's or master's degree in tax, accounting, or finance
- CPA
- Minimum 3-5 years' experience in accounting/finance
- Experience with financial reporting requirements
- Experience in working with multiple legal entities under different legal umbrellas

### **We value**

- Ability to make considered and effective decisions and take clear action to address issues
- Attention to detail to spot challenges and opportunities
- Ability to collaborate with teams in a multi-cultural, multi-disciplinary environment
- Strong analytical and persuasion/negotiation skills, with the ability to influence, negotiate, motivate, advocate, and resolve conflict

- Ability to succeed in often interrupt-driven, ambiguous, and highly flexible environments
- Ability to work and deliver independently as well as be part of a team

**Location**

Biraul, Darbhanga, India

**Travel**

As per need of project

**Term**

1 Year (Renewal )

**How to Apply**

Candidates with a passion to work in the humanitarian sector and with the above qualifications and experience may apply to [joinus@seedsindia.org](mailto:joinus@seedsindia.org) with the subject "Accounts Executive" in SEEDS latest by 31<sup>st</sup> July 2022. We are an equal opportunity employer and value diversity at our organisation. Please mention your current and expected salary, and joining time required.

For information about the organisation, visit us at [www.seedsindia.org](http://www.seedsindia.org).