

Job Title:	Account Officer	Job Category:	Administration
Location:	AF of Hyderabad	Position Type:	FULL TIME (44h/week)
HR Contact:	director@afhyderabad.org	Bonus	Free classes, free cultural events, access to the library, regular trainings
Direct supervisor	Director	Functional Supervisor	None
Job Code/ Req#:	ACCOFF0220 - HYDERABAD	Date Posted:	09/06/2022

Job Description

Organizational position:

The Account Officer is placed under the direct authority of the Director with whom she/he works to ensure the smooth running of financial matters. She/he reports to the Director on her/his work and has the obligation to involve her/him in all important decisions and processes regarding the overall functioning of the organization. He/she has to prepare various documents for the President, the Treasurer, the Executive Committee and the AGM meetings.

Job Purpose:

Under the responsibility of the Director, the Account Officer ensures the day to day, as well as the monthly and yearly rigorous, transparent and healthy functioning of the organization. She/he regularly (at least monthly) provides financial input for planning of activities.

1. Basic transactions:

- 1.1. Maintain day to day accounts of the Institute,
- 1.2. Issue payments and receipts as per prevailing procedure,
- 1.3. Prepare vouchers and receipts ensuring that the budget heads are strictly, adhered to,
- 1.4. Prepare cheques / drafts / other instruments as and when necessary,
- 1.5. Prepare and arrange for disbursement on time of staff salaries and other regular / recurring payments, including taxes,
- 1.6. Receiving cash payment is not allowed. Giving cash payment should be considered as an exceptional practice for which a cash book has to be maintained and shared daily with the director, and the account officer has to ensure that cash is closed at the end of each day with endorsement.
- 1.7. Maintain detailed records of all the above,

2. Employees:

- 2.1. Prepare salary slips every month after the salary is paid,
- 2.2. Initiate and process Employees' Health Insurance after recruitment
- 2.3. Maintain statements & records of staff allowances, loans and advances,

3. Tax, Assets and Lease:

- 3.1. Monthly filing of Professional Tax and Payment,
- 3.2. Prepare and Manage the payment of GST, and filing
- 3.3. Carry out all bank transactions / work with the bank,
- 3.4. Keep all reports / records of banking transactions up to date,

- 3.5. Follow up and Renewal of Lease Agreement of AFH premises at regular intervals
- 3.6. Maintain assets register / records,
- 3.7. Ensure that all items / properties are suitably insured and renewed before expiry,

4. Reports

- 4.1. Prepare special financial reports / statements if required for specific purposes
- 4.2. Ensure timely accounts and financial reports are presented to department heads / director / statutory bodies,
- 4.3. Prepare a monthly statement of revenue and expenditure to be given to Director before the 10th of the following month, and give a brief report on each overhead,
- 4.4. Prepare the final accounts of the Institute before 30th March of the Audit year,
- 4.5. Prepare a draft of provisional budget before each General Assembly,

Qualifications and Education Requirements:

- Master's degree in Accounts or Finance,
- Advanced knowledge of English and Telugu,
- Concrete skills in managing financial, treasury, auditing and tax processes,
- Strong organization skills with a problem-solving attitude,
- Time management skills,
- Excellent negotiation skills,
- Ability to manage complexities and to multi-task,
- Excellent team player,
- Reactivity,
- Attention to detail,
- Computer skills including the ability to operate computerized accounting at a highly proficient level,
- Good knowledge of the functioning of the AF's network

THE SELECTED CANDIDATE WILL BE APPOINTED UNDER CONTRACT FOR A NEGOTIABLE PERIOD. THE EMPLOYEE WILL BE BASED IN HYDERABAD.

MAIL YOUR CV + COVER LETTER : director@afhyderabad.org