**Position Title:** Junior/Senior Account Officer

**Job Location:** Porvorim, Goa

**Number of positions:** 01

**About the organization:**

Sangath is one of India's leading mental health research non-profit organization. It was founded in 1996 with its headquarters in Goa; major hubs in Delhi and Bhopal, and project sites in many parts of the country. Sangath's mission and expertise lies in developing and evaluating mental health interventions to be delivered through existing public systems. Its major thematic areas are: Perinatal depression, child development and disability; adolescent health; mental disorders; and ageing.

 **Job Responsibilities:**

* Handling and maintaining of accounts in Tally for day-to-day financial transactions of projects (by cash/ cheques) including payment for works, purchases, fees etc. (involves accounting for foreign grants) & bank reconciliation.
* Bank Reconciliation and Fund Reconciliation
* To Handle TDS deductions, deposit of TDS, data entry of TDS
* Preparation of monthly financial Statements for projects & reporting on variance
* Preparation of Financial Reports for funding agencies
* Correspondence with Bank and Coordinators to ensure smooth working.
* Handling GST, ESIC, PF deductions & deposits on monthly/quarterly basis.
* Handling Payroll on monthly Basis
* Handling Fixed Deposits of projects allotted.
* Updating of Project Fixed Asset register on timely basis.
* Ensure proper filling of accounting records along with supporting documents.
* Issuing receipt for cash collected through workshop fees, patient collection, sale of publication, donations, sale of scrap, usage of office vehicle and ensure deposit into the bank A/c.
* Writing of compliance report on respective project audit queries.
* Work on tasks given by Senior Finance Coordinator /Finance Coordinator on time-to-time basis.

# Essential Candidate requirement:

* Graduate in Commerce
* Proficiency in MS Word, Excel, Power point, Internet is compulsory.
* Experience of minimum 3 to 7 years in Finance/Accounts Division
* NGO experience will additional advantage

# Desirable criteria:

* Experience of working in a NGO preferred
* Knowledge of English, Hindi, Konkani

**Last Date and address for applications-**

Please submit your CV to careers@sangath.in by 21st April 2024.

*Sangath is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identity, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with a disability.*