

WE'RE HIRING!!



SRF Foundation is the social wing of SRF Limited. It primarily provides support and access to the marginalized in the fields of education, vocational skills, health and nutrition.

To know more: www.srf-foundation.com

A yellow banner with a red ribbon on the left that says "JOIN NOW". The text on the banner reads: "Program Officer (Accounts)", "1 position open", and "Gurgaon, Haryana".

**Program Officer
(Accounts)**
1 position open
Gurgaon, Haryana

Key Responsibilities: Given below, may vary as per the requirement of work

- Knowledge of Project Accounting
- Cost Center Based Accounting
- Pay roll Processing
- Reimbursements & Bills Payable
- Expense Booking
- Vouching and file management
- Co-ordination with the bank
- Bank Reconciliation Statement
- Asset Management and insurance of fixed assets
- Issue of TDS certificates, 80 G (Donation) certificate
- Maintenance of FCRA Account as per MHA guidelines
- Statutory Compliances - Payments and Filing of returns (incl GST, TDS, LWF and PF)

Qualification & Experience : Min 5-6 yrs exp in Development Sector (NGO / Social sector)

- Candidate should have relevant experience in Development / NGO/ Social Sector
- Has Proven work experience in an Accounts / Finance domain
- Sound knowledge of Accounting Standards & Statutory Compliances
- Proficient in MS Office, specifically in Advanced Excel
- Tally ERP / Prime • Attention to detail & Problem-solving attitude
- Excellent written and verbal communication skills
- Graduate / Post Graduate in Commerce

Salary : Negotiable (Based on candidature) | **Mode of employment :** Payroll

How To Apply:

Email us your CV To: Shreya.Tiwari@srf.com
and mandatory CC to: Anu.Singhal@srf.com

*Immediate
Joining!!*

Only Shortlisted Candidates will be contacted within 5 days