**Position: Accounts Executive**

**Location: New Delhi**

**Reports to: Sr. Manager - Finance**

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| **Section 1 | About Udayan Care**  |
| Udayan Care, an ISO 9000 certified organisation, has been working for the quality care of disadvantaged children and women and youth for over 24 years, with the endeavor of providing sustainable rehabilitation. The mission of “A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society.” is what drives its 140 employees and close to 800 volunteers to action. Udayan Care has been accredited by Give India, Guidestar & Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable President of India awarded Udayan Care the National Award for Child Welfare 2014-India’s highest commendation for a non-profit child welfare organisation constituted by the Govt. of India |

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| **Section 2 | Purpose of the Role**  |
| The proposed position will be integral part of strong Udayan Accounting team and will be given independent role to manage the branch expense and accounting in close supervision of **Sr. Manager -Finance from HO**.  |
| **Section 3 | Key Responsibilities**  |
| * Accounts payable booking
* Timely processing of payments
* Filling of documents.
* Bank Reconciliation
* Fixed assets register maintenance and updating
* Management of assets management as per organizational policies and processes for all locations including branches.
* HO and Branch reconciliation
* Fund forecasting and management

**Any other job or related task as advised by the Sr. Manager / Director - Finance** |
| **Section 4 | Experience, Qualifications and Skills** |
| **Experience –** 3 -5 Years of experience in working with accounting team. |
| **Educational Qualifications -** B Com / CA (Inter) / ICWA (Inter) |
| **Skills Requirements:*** Good understanding of Accounting, Branch accounting and Fund Management
* Good understanding of excel, word, PowerPoint
* Basicread, spoken and write skills of English
* Knowledge of accounting software “VOLAC” will be given preference.
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