# BOMBAY NATURAL HISTORY SOCIETY

***Requires***

# Account Assistant (Advt. No. 016 (A)/25)

**About BNHS**-The Bombay Natural History Society, India’s premier environmental organization engaged in conservation of nature, research in natural history/wildlife, since 1883. The BNHS announces the following vacancy in Mumbai, Maharashtra.

|  |  |  |
| --- | --- | --- |
| 1 | Position | Account Assistant |
| 2 | Type of engagement | Contract basis |
|  | Reporting | Finance In-charge/ Head Finance |
| 3 | Qualification | B.Com |
| 4 | Experience | Total 5 yrs. of experience in Account function of an NGO/ Corporate firm |
| 5 | Knowledge & Skills | * Experience of working on salary packages – implementation & evaluation. * Knowledge of Taxation laws & its usage/ FCRA * Expertise in MS Office & Tally * Able to work in a team * Good communication skills |
| 6 | Job Description | * Maintaining petty cash accounts. * Maintaining accounts of receipts and payments of all Projects. * Reconciliation of Bank accounts. * Verification of all bills and advance payments. * Data entry of all transactions on Tally in cost centre wise Issue of financial statements utilization certificates etc. * Preparation of monthly salary statements for Bank transfer. * Preparing of cheques and getting the cheque signed by authorised signatories. * Keeping a track of all investments in Fixed Deposits and timely renewal of the same. * Passing of journal entries wherever necessary. * Liaising with Banks for balance confirmation certificate of various type of accounts. * Responsible for Salary processing through software package, keeping track of staff loan and advances as data provided by HR department and attending salary related queries. * Project related;   + Preparing U.C.s, I & E and project invoices with consultation with Project In-charge and compliance of the same.   + Providing financial details to funding agencies and attending accounting related quires   + Preparation of MIS for Project. Overall review of project expenditure in the light of budget.   + Co-ordination with project staff. * Preparing of MIS report for various projects. * Internal correspondence with BNHS’s officials and staff. * Any other duties assigned from time to time by superiors. |

|  |  |  |
| --- | --- | --- |
| 7 | Age Limit | Below 35 yrs. |
| 8 | Other | Selected candidate will be posted in Mumbai and will have to travel whenever  necessary. |
| 9 | Salary | Negotiable |

**General Instructions:**

1. Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg. **0016(A)/25 - Application for the post of Account Assistant** and email the completely filled in application on: [cv.hr@bnhs.org](mailto:cv.hr@bnhs.org).
2. BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.