



SMILE FOUNDATION

IS  **HIRING**

jobs@smilefoundationindia.org

Position: Finance Executive
Functional Area: Accounts & Finance
Location: New Delhi, Head Office
Experience: 1–3 years

About Smile Foundation

Smile Foundation works for the welfare of underserved children and their families through intensive programmes focused on education, healthcare, skilling, women empowerment and Empowering Grassroots. Started in 2002 by a group of young corporate professionals, today Smile has evolved into a national level development organization impacting lives of over 1.5 million underserved children and their families with project presence in 27 states across India, 10 offices in strategic locations and over 650 employees, besides countless volunteers, well-wishers and supporters.

The organization also holds Special Consultative Status with United Nation's Economic & Social Council (ECOSOC), accredited with global organizations like GuideStar, United Way, CAF America, Give2Asia and many more. Furthermore, continuously for the past three years Smile has been a Great Place to Work © Certified organization and is considered 'Gold Standard' in identifying and recognizing Great Workplace Cultures.

Currently Smile Foundation has been implementing projects worth Rs. 80 Crore across India directly or with the help of grassroot organizations, primarily CSR funded projects of varied scale both in urban and rural areas including aspirational districts in thematic areas mentioned above. The wealth of knowledge emanated from the same is immense, however the same is grouped in systematic manner which can be used for pitching for large projects of long term in nature leading to data driven knowledge products which can be further used in creating large scale impact.

Visit our website to know more about us and our latest development:

www.smilefoundationindia.org

Key Responsibilities

- (1) To work as an independent accountant for the project.
- (2) To process the payment as per Financial Policy
- (3) Ensure timely payment to vendors, staff advances and claims.
- (4) To make book keeping of the records
- (5) Co-ordination with Staff and Vendor's
- (6) Bank Reconciliation statements and other reconciliation on a monthly basis.
- (7) Scanned of Bills Monthly
- (8) Knowledge of income Tax and other Compliance is added advantage.
- (9) Ledger Scrutiny
- (10) Maintain book of accounts in accounting software.
- (11) Settlement of training programme and travel expenses
- (12) Advances for tours and settlement of accounts after tours.
- (13) Reconciles bank Accounts and Trial Balance on a monthly basis;
- (14) Timely compliance with the requirements for complying with T.D.S., Professional Tax(10BD) and Provident Fund etc;
- (15) Will be required to visit to field area for project related work under implementation by the organization.

Skills, Education & Qualification

- (1) Qualification- B.COM & M.COM
- (2) Knowledge-On TDS, FCRA, GST (Basic)
- (3) Technical-XL, Power Point, Tally ERP 9, Microsoft Word
- (4) Persons having worked in the N.G.O sector will be preferred.
- (5) Must be proficient in maintenance of accounts, TDS, PF, and Profession Tax.
- (6) Should be capable of handling/filing returns under Income Tax (10BD), P.F and Profession Tax.

How to Apply

Share your CV/Profile with a brief note (cover letter) telling why you find yourself a right fit for the role, with the **subjectline - Devnet - {NAME}- Finance Executive at jobs@smilefoundationindia.org**

Women Candidates are encouraged to apply.

Please Note: Only shortlisted candidates would be contacted by the Human Resources Team