

**Post Name:** - Project Accountant (Digital Literacy & Livelihood)

**Centre for Environmental & Socio-economic Regeneration (CESR)**

**Website:** <http://cesrindia.org/>

**Location-Kolkata, West Bengal**

**Scope of the Position-**The Project Accountant is responsible for overall Financial Management of INTERNET SAATHI Project as per organizational policies and procedures in five districts of West Bengal viz. **Murshidabad, Birbhum, Dakhin Dinajpur, Nadia & Malda** implemented by Centre for Environmental & Socio-economic Regeneration (CESR), Purulia

**Vacancy-One (1)**

**Job Type-**Purely temporary & contractual in nature

**Period-**Seven Months

**Reporting to-** The Secretary, CESR

**Role and Responsibility: -**

- ❖ Create project accounts in the accounting system
- ❖ Maintain project-related records, including contracts and change orders
- ❖ Ensure that all financial reporting is completed on time and submitted to project partners & donor
- ❖ Preparation of the Project Reports Viz. Balance Sheet, Income & Expenditure Statements.
- ❖ Preparation of Cash flow, Budget track sheet, Payment sheet
- ❖ Physical verification of bills and vouchers.
- ❖ Investigate project variances and submit variance reports to management
- ❖ Well compliance knowledge in context of societies
- ❖ Liaising and tie up with agency, auditor and organization.
- ❖ Submit tax returns related to project
- ❖ Close out project accounts upon project completion
- ❖ Compile information for internal and external auditors, as required

**Preferred Qualifications:**

- ❖ Bachelor or Master Degree in commerce from recognized university
- ❖ Min 2-3 years post qualification experiences handling project finances preferably in NGOs
- ❖ Good knowledge of computer applications, operations especially in MS-Office & familiar with Internet surfing
- ❖ Must be an expert in Tally Accounting Software
- ❖ Candidate should be flexible to travel to project Offices

**Remuneration: Rs-15,000/-** (Rs. -Fifteen thousand only) per month based on skill and experiences.

**To Apply:**

Applicants may send their CV, with a cover letter, to [cesrvacancy@gmail.com](mailto:cesrvacancy@gmail.com) / [cesrdoc@gmail.com](mailto:cesrdoc@gmail.com)

The CVs should be marked with the name of the applicant and post applied.

Only short-listed candidates will be notified.

Desired candidates having the experience in the related fields are encouraged to apply.

Applications will be accepted till 20<sup>th</sup> September'2018