

Job Code: CUTS31FO

VACANCY: Finance Officer at CUTS International, Kolkata

Job Profile

We seek an experienced Finance Officer to be a part of a dynamic team within CUTS International, Kolkata. The incumbent should have experience in maintaining books of accounts, and knowledge of compliance requirements in financial matters and Bank relations.

Responsibilities

- Management of Cash, Bank and journal transactions.
- Maintaining Accounts books in Tally ERP 9.
- Controlling credit and ensuring debtors pay on time.
- Bank Reconciliations.
- TDS calculation and deposit.
- Ensuring all payments amounts and records are accurate.
- Preparation of Quarterly audit with statutory compliances.
- Assisting in preparation of financial statements.
- Working with journals, sales, purchase ledgers and spread sheets.
- Ensuring compliance on all finance matters/procedures as laid out by Head office.
- Planning and budget control on monthly basis.
- Maintenance of Fixed Asset Register of the Centre.
- Preparation of financial reports.
- Any other task required by Head office.

Base Skills and Experience

- Graduate degree in commerce or equivalent working experience in Accounts.
- A minimum of 5 years of experience in Accounts.
- Knowledge of Tally ERP 9, Excel and Accounting principles.
- Prefer working in a Social Sector Organisation. This role requires you to work across functions and departments.
- Experience of working in a multicultural environment will be an added advantage.

Skills

- Excellent writing skills;
- Excellent communication skills both verbal and written;
- Team player;
- Ability to generate goodwill with working partners;
- Ability to manage parallel tasks and deliver on time to meet internal and external deadlines;

Compensation

CUTS recognizes that the right candidate will have a significant impact on the success of the organization and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with experience.

Location

The position will be based in Kolkata. Travelling around India with potential for international travelling to other offices and conferences will be expected.

To apply

Qualified candidates should send their resumes to recruit@cuts.org or bbh@cuts.org , along with a cover letter highlighting your suitability for the position. Please mention job code in subject line of application. Any application received without the appropriate job code will not be considered. Given the large volumes of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.

Consumer Unity and Trust Society (CUTS) is an equal opportunity employer and considers all applicants on merit without regard to race, national origin, religious beliefs, gender, marital status or physical disability.

Consumer Unity & Trust Society (CUTS) International

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