

Recruitment – Accounts Assistant

Consumer Unity and Trust Society (CUTS) is a leading think-tank working on economic and public policy issues. From its modest beginnings in 1983, CUTS has grown significantly as a local and global research and advocacy group in addressing the challenges to enhance consumer welfare. From a small voluntary consumer non-governmental organisation (NGO) working locally in Rajasthan, a state in North West India, to make consumers aware of their rights and seek resolution of their grievances, CUTS has over time progressed to policy research and network-based advocacy on various public policy issues at state, national, regional and international levels.

With its headquarters in Jaipur and offices in India, CUTS has overseas offices in Lusaka (Zambia); Nairobi (Kenya); Accra (Ghana); Hanoi (Vietnam); Geneva (Switzerland); and Washington DC (USA).

CUTS' work now revolves around three verticals: Rules-based Trade, Effective Regulation and Good Governance. This graduation happened organically because of the demands made on CUTS to work on policy issues, which would enhance consumer welfare, with the realisation that consumers need to be protected upfront and not only ex post.

Please refer link for more information <https://cuts-international.org/>

JOB CODE: CUTS110AA

VACANCY: Accounts Assistant at CUTS International, Jaipur

DESIRED STARTING DATE: Immediate

JOB LOCATION: Jaipur, Rajasthan

JOB PROFILE

We seek an active and detail-oriented Accounts Assistant to be a part of the dynamic teams within CUTS. This is a full-time on-site role in Jaipur for an Accounts Assistant at Consumer Unity & Trust Society. The Accounts Assistant will be responsible for supporting day-to-day accounting and financial activities, maintaining financial records, processing invoices and vouchers, and providing administrative assistance to the accounts and finance functions.

RESPONSIBILITIES

- Assist in maintaining day-to-day accounting records and financial documentation.
- Prepare and process invoices, bills, vouchers and other accounting documents.
- Assist in recording receipts, payments and other financial transactions.
- Support bank reconciliation and maintenance of financial records.
- Assist in maintaining proper filing and documentation of accounts-related records.
- Support the preparation of financial statements, reports and other accounting schedules.
- Assist in tracking expenses, advances and settlements.
- Coordinate with internal teams for collection and verification of bills and supporting documents.
- Assist in ensuring timely compliance with applicable accounting and financial procedures.
- Perform other accounts and finance-related tasks as assigned.

PERSONAL ATTRIBUTES

- Basic knowledge of accounting principles and practices.
- Attention to detail and accuracy in handling financial information.
- Good numerical and analytical skills.
- Proficiency in MS Office, **particularly MS Excel(advance)**.
- Good organisational and record-keeping abilities.
- Ability to multitask and prioritise tasks effectively.
- Good communication and interpersonal skills.
- Ability to work independently as well as in a team.
- Previous experience in a similar role is a plus.

QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree in Commerce (B.Com.) or a related discipline from an institute of repute.
2. 2–5 years of professional experience in accounts/finance-related work.
3. Basic knowledge of accounting software(**tally**) will be an added advantage.

COMPENSATION

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

JOB LOCATION

- Primary location is Jaipur, Rajasthan, India.

TO APPLY

Qualified candidates should send their resumes to recruit@cuts.org, along with a cover letter highlighting your suitability for the position. Please mention the job code in the subject line of the 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. **If you do not hear from our end within 15 days after the submission of the application, please consider that you have not been shortlisted.**

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. Women candidates are encouraged to apply.