



An Initiative of TATA TRUSTS

**Place of posting**

Bhubaneswar, Odisha

**Nature of appointment**

The appointments are purely on contractual basis for a period of one year; contract will be renewed annually based on successful completion of assigned responsibilities.

**Position: Executive- Accounts (No of vacancy: 1)**

**Roles & Responsibilities:**

- Maintenance of all Tally related accounting functions
- Maintenance of books of accounts
- Prepare vouchers and bank reconciliation statements
- Prepare Utilization Statement of projects
- Responsible for payments, updating of office and project expenses in the official accounting package, and maintenance of related files, and documents.
- Responsible for banking activities (records, vouchers, and their filing and safe keeping)
- Responsible for Monthly Bank reconciliation statement
- Follow up with the banks on any matters pertaining to bank transactions
- Responsible for all procurement, while ensuring that procurement procedures are adhered to and related documentation is in place.
- Prepares payments by verifying documentation, and requesting disbursements.
- Vendor bill Checking and processing for Payment
- Responsible for deduction of TDS (Vendor/Consultant) & prepare month wise TDS Statement.
- Preparation of quarter wise TDS filing Documents
- Assist to Preparing Quarterly Fund Reconciliation Statement.
- Support in statutory compliances of the organization
- Support in audit requirements of the organization
- Any other duties and responsibilities given by Manager Finance & Accounts on need basis.
- Participate in any other activities which may be required to be undertaken to fulfill the objectives of the organization as when necessary

**Reporting**

You will be report directly to Manager-Finance & Accounts of Livolink Foundation.

**Desired qualification and experience**

- Qualification - M Com and B Com passed candidates with 3 to 5 years of good experience in finance and accounts. Experience in NGO sector is preferable but not compulsory.
- Good communication skill, both in written and verbal forms in English.
- Ability to work with a multi-disciplined work-force.
- Attitude of continuous learning and seeks to ensure excellence in work.

- Flexible work approach and ability to handle work pressure including travel to project or field locations in remote areas, if required.

### **How to Apply**

If you are interested and have the passion to associate with an organization working on integrated development programmes, addressed to The HR Department, Livolink Foundation, Bhubaneswar, at the email id: [livolinkfoundation@gmail.com](mailto:livolinkfoundation@gmail.com) no later than **15 July 2019**.

**Incomplete CVs will not be shortlisted. For all the positions upper age limit is 45 years.**

**Please mention the post applied for in the 'subject line'.**

Livolink Foundation is an equal opportunity employer. Female candidates are encouraged to apply.

**Applications received beyond the last date will not be entertained. Canvassing in any forms or making telephonic calls will be considered as a disqualification.**

Only shortlisted candidates will be intimated over phone/email.

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