NAME OF ORGANISATION: Villgro Innovations Foundation
POSITION: Accounts Executive
EXPERIENCE: 3-5 years
EDUCATION: B.Com
LOCATION: Chennai, Tamil Nadu
REMUNERATION: Commensurate with experience

JOB RESPONSIBILITIES: Accounts and Finance Function:

1. Responsible for data entry into TALLY software and maintaining physical filing of vouchers and supporting documents
2. Responsible for updating the Finance dashboard every month with accuracy
3. Processing payments periodically as per internal systems and processes
4. Undertaking bank reconciliation of all bank accounts periodically
5. Processing monthly payroll as per donor allocations, undertaking statutory and regulatory compliances viz. TDS, PF, PT, etc.
6. Preparing TDS workings and generating challans for monthly payments. Preparing TDS return working for quarterly compliance
7. Preparing periodic financial utilisation reports, tracking over/under-utilisation of donor funds and reporting to Line Manager
8. Handling petty cash and day-to-day accounting tasks in Tally, including but not limited to journal vouchers, donor receipts, purchase, sale, etc.
9. Undertaking month-end closing of books of accounts and reconciliation of ledgers, investigation of journal entries
10. Assisting the Line Manager in preparing financial reports as may be required
11. Any other tasks handled by accounts on a day-to-day level
12. Comfortable working along with Finance Team on issues and procedures in accounting, finance, budgeting, MIS reports, compliance, taxation, etc.
13. Assisting the Line Manager in resolving queries during statutory audit and donor audits
14. Strengthening internal processes in co-ordination with inter-departmental teams
15. Good knowledge of Tally and MS Excel skills
16. Assuming complete ownership and responsibility of the work; having good communication and soft skills
17. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment

How to apply: Fill in Villgro's Centralized Application Form.

Meanwhile, a little bit more about us:

Villgro is India's oldest and one of the world's largest social enterprise incubators. We support innovative enterprises that solve critical issues faced by the poor. We provide funds (grant/equity), mentors, networks and resources to innovative social enterprises in sectors such as education, health, agribusiness and renewable energy.

Since our inception in 2001, we have incubated over 300 social enterprises with seed funding of INR 573 million. These social enterprises have generated 4000+ jobs and secured INR 1796 million in follow-on funding to impact over 19 million lives. Villgro fosters an open culture where each member can express his/her views and opinions based on merits and objectivity. We are a small, but highly committed team of 27 and we thrive on collaboration.

We are an equal opportunity employer and extremely committed to fostering workplace equity. (Brag alert) Villgro has won the prestigious DivHersity Awards as a recognition for this!

Villgro alumni have gone on to found social businesses, study at Ivy League and Indian B-schools and public policy institutes, head other accelerators and incubators, but most importantly - they have become voices of change. We are committed to providing the same exposure, learning and experiences to help you shape your career. Most of these will begin with some chai-coffee overlooking the beautiful sunset at our lovely office terrace in Bangalore, or in our bustling & green courtyard at the IITM Research Park in Chennai.

If you are the right candidate, you will resonate with many of our values,

- *Empathy-* we are customer-centric and collaborative, yet assertive.
- *Entrepreneurial-* we seek progress and want to get things done!
- *Boldness-* we voice our views and respect others'. We fail fast, learn fast.
- *Integrity-* we demonstrate transparency and honesty in every transaction.

For further information, please visit our website at http://www.villgro.org