

Accounts Executive

Chennai

Villgro is a social impact first incubator of startups, and we are arguably the leaders in incubating or accelerating startups while applying a gender-inclusive lens. We invest in (through grants, low-cost debt, and equity) startups and SMEs, along with providing specific technical assistance.

Position summary

We are looking for an Accounts Executive, who is extremely trustworthy with good communication skills. A good team player - demonstrates adaptability and flexibility with new tasks and challenges at work situations.

The role will include:

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. Undertaking bank reconciliation of all bank accounts periodically
4. Processing monthly payroll as per donor allocations, undertaking statutory and regulatory compliances viz. TDS, PF, ESI, PT, etc.
5. Preparing TDS workings and generating challans for monthly payments. Preparing TDS return working for quarterly compliance
6. Preparing periodic financial utilization reports, tracking over/underutilization of donor funds and reporting to Line Manager
7. Handling petty cash and day-to-day accounting tasks in Tally, including but not limited to journal vouchers, donor receipts, purchase, sale, etc.
8. Undertaking month-end closing of books of accounts and reconciliation of ledgers, investigation of journal entries
9. Assisting the Line Manager in preparing financial reports as may be required
10. Comfortable working along with Finance Team on issues and procedures in accounting, finance, budgeting, MIS reports, compliance, taxation, etc.
11. Assisting the Line Manager in resolving queries during statutory audit and donor audits
12. Responsible for updating donor/ vendor/ PFMS portals

13. Strengthening internal processes in co-ordination with inter-departmental teams
14. Assuming complete ownership and responsibility of the work; having good communication and soft skills
15. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment

The ideal candidate would have:

1. A bachelor's degree in finance, accounting, business administration, or a related field.
2. Previous experience in an accounting or finance role, ideally 2-5 years, depending on the specific requirements of the position.
3. Advanced skills in Microsoft Excel, including the use of functions, formulas, pivot tables, and data analysis tools.
4. Strong verbal and written communication skills for effective interaction with colleagues, management, donors and bank officials.

Compensation:

We pay reasonably well and comparably higher within the nonprofit sector and there is a variable component. Employees get health insurance for themselves and their immediate family members. We also have a mental health policy that provides access to subsidized support.

How to apply:

Apply to this role by filling this [form](#). We look forward to hearing from you!

About Villgro:

We are India's foremost impact-first incubator. Established in 2001, Villgro's mission is to make innovative, impactful businesses succeed in Health, Agribusiness, Climate Action and Gender Inclusion.

We believe that innovation and for-profit business models are the sustainable route to solving critical social and environmental problems in India. We help enterprises scale by financial (grants/equity/low-cost debt), subject matter expertise and help in accessing hard-to-reach markets. Since 2001, we have worked with over 387 enterprises which have impacted over 20 million lives.

Villgro was recognized as the "Top Incubator" in India by Invest India (DPIIT, GoI) in 2020. Villgro fosters an open culture where each member is encouraged to express his/her/their views and opinions. We



are a small, but highly committed team and we thrive on collaboration. We are an equal-opportunity employer and extremely committed to fostering workplace equity. Villgro has won the prestigious DivHersity Awards 2020, 2022 & 2023 as recognition for this!

Values we hold close:

Villgro alumni have gone on to found social businesses, study at Ivy League and Indian B Schools, work or found impact funds and public policy institutes. But most importantly, they have become voices of change. We are committed to providing the same exposure and experiences to help you achieve your personal and professional goals.

An ideal candidate will resonate strongly with one or more of the following values.

- Empathetic: We walk in the shoes of our entrepreneurs and partners.
- Bold: We embrace uncertainty, and ambition, and believe in limitless possibilities.
- Entrepreneurial: We take initiative and capitalize on opportunities.
- Demonstrating integrity: We are transparent, candid, and honest in our dealings.

In case of any queries, please write to us at careers@villgro.org

Read more about us at www.villgro.org

Check out our latest impact report at <https://www.villgro.org/reports/>

Have a look at our portfolio companies in action <https://www.youtube.com/@Villgro2001>