

# WaterAid

## JOB DESCRIPTION

<b>Job Title:</b>	Accountant
<b>Place of Work:</b>	Bangalore
<b>Grade:</b>	V
<b>Reports to:</b>	Regional Manager
<b>Reporting to position:</b>	Nil

### Job Purpose

The primary function of the post is Managing the Regional Offices Accounting Functions which includes Cash and Bank management, records and data base maintenance of accounts, scrutinize statements from partners, and other expenses, generate management reports from accounts package and manually, to do all works in relation to data base maintenance of accounts. Ensure compliance to organisations finance and admin policies and statutory requirements. Provide support and assistance to the Regional Manager in completion of duties related to budgeting and is directly responsible for accounting, processing of expenditure reports and financial reporting. Process payments and transfers for the regional programme, maintenance and update information of all books of accounts, registers, financial database and accounting package.

### Key accountabilities

- 1. Cash & Bank Management, Book keeping and Database maintenance:** Responsible for Updating of office and project expenses in the official accounting package and maintenance of related files and documents. Be responsible for Office cash maintenance to Regional Manager and responsible for banking activities
- 2. Documentation and Reports:** Responsible for Maintenance of cash and bank books and records, vouchers, bills etc and for filing and safe keep. Generate timely financial reports both from the package and custom made. Verify partner's reports, bank reconciliation and reconcile partners' monthly/quarterly balances with the database. Ensure partner reports adhere to financial reporting agreements, report deviations with analysis on data, highlighting important variances to Regional Manager, and recommending actions if any.
- 3. Transfers:** Support in preparing the periodical schedule of fund transfer to regional offices and partners and attending queries for non receipt of payments and prepare cash flow statements.
- 4. Payments and Communications:** Ensuring that all payments are made in accordance with WaterAid standard procedures and help in communication on all financial issues.
- 5. Tax and other Compliance:** Responsible for PF, TDS and submissions to the concerned departments. Ensure compliance related to statutory requirements
- 6. Annual Planning, review and Budget:** Support the Regional Manager in generating and review of the Annual Plans, cash flow, and budgets as per the WaterAid formats. Help to monitor expenditure against budgets and help in the analysis of financial management reports, and follow-up areas of concern.
- 7. Audit:** Extend necessary support activities in both external and internal audit and in the implementation of the recommendations
- 8. Admin:** Directly Manage or oversee all Admin and logistics work including travel booking and related works. Manage Procurements
- 9. Other works:** Support Regional Manager in the risk management functions, health and safety, and any other work as assigned

## WATERAID PERSON SPECIFICATION

**Job title:** Accountant  
**Reporting to:** Finance and Administration Officer

<b>Education</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Post Graduation in Commerce, MBA Finance or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualification in salary tax deduction, FCRA, PF etc .</li> </ul>
<b>Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Minimum four years experience</li> <li>• Experience of using accounting package and spread sheets</li> <li>• TDS, PF working and submitting returns</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with INGO</li> <li>• Generating analysis reports</li> </ul>
<b>Knowledge &amp; Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Numerate</li> <li>• Good accounting knowledge and review of plan Vs Actual.</li> <li>• Fluency in spoken and written English Working Knowledge of Hindi and any regional language</li> <li>• Good interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of issues related to controls</li> <li>• Ability in finance coaching to non-finance people</li> </ul>
<b>Personal Qualities</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• A self-starter, able to work independently</li> <li>• Flexibility in a fast changing working environment.</li> <li>• Ability to respond to dead lines</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work in a focused manner</li> <li>• Ability to prioritise, set and meet deadlines</li> </ul>