



Employment Announcement

Introduction

Manjari Foundation (www.manjarifoundation.in) is an organization promoted by experienced PRADAN professionals. Manjari Foundation is working in Rajasthan and aiming to replicate the Pradan experiences in selected poverty stricken pockets of country. Manjari Foundations is looking for Accountant and MIS Assistant for **SAKHI PROJECT** supported by Hindustan Zinc Limited in HZL mines areas – Ajmer, Bhilwara, Chittorgarh, Dholpur, Rajasmand, and Udaipur districts.

General Employment Information

Place of Work: Rajasthan

Email- hrd@manjarifoundation.in

Last date of application submission **October 22, 2016**

Position 1: Accountant

No. of Positions: 4

Salary: INR 15000-20000 per month based on experiences and skills

Key Roles and Responsibilities

- Maintain accounting systems of Manjari Foundation as per standard operation finance and administrative procedures
- Review and process travel expenses and other reimbursement claims of staff members
- Review and process payment vouchers as per organization protocols.
- Preparation of financial reports and timely submission to supervisor
- Ensures that all accounting record is properly supported by documentation that meets the requirements of the stakeholders and rules and regulations of Government of India
- Ensure the timely preparation, review and approval of all monthly bank account and cash reconciliation
- Responsible for statutory compliances including filing of quarterly TDS and PF return.
- Bank Reconciliation, Cash record of Projects, Salary Reconciliation, Booking of Expense Payable, Maintain Fixed Assets Register of Projects in Excel
- Maintenance of the documents and registers related to finance and administration.
- Well-versed with accounting software including MS office
- Based on organization priorities, the project coordinator may also undertake other tasks as assigned by organization.

Key Requirements

- Qualifications and Experience
- B.COM/ M.COM
- Minimum 1-2 years relevant work experience preferably with non-profit organizations.
- Professional qualification in finance will be an advantage.
- Efficient at multitasking able to comply with field operations.
- Skilled at interacting and developing relationships with a wide range of stakeholders.
- Willing to travel and work hard.

Position 2: MIS Assistant

No. of Positions: 4

Salary: INR 8000-10000 per month based on experiences and skills

Key Roles and Responsibilities

The MIS Assistant will focus on the data entries for program and management of resources involved program. Roles and Responsibilities of MIS Assistant are:

- Enter data of all programs, accurately and timely, as per organization requirement
- Generate reports and report to supervisor
- Support the M & E Manager in managing the project data for decision-making
- Ensure regular analysis of data quality and feed back to the field level staff
- Ensures that data reported is of high quality
- Ensure timely and quality completion of all M&E deliverables
- Any other related assignment as given by the supervisor

Key Requirements:

- Experience and/or Fresher are welcome but knowledge of data entry and Microsoft office word, Excel is essential
- Data Entry Skills
- Hindi and English Typing
- Attention to details, thoroughness and accuracy
- Documentation Skills, Problem Solving
- Data analysis and Information flow system knowledge
- Having good sense of humour will be added advantage

Application and Selection Process

1. Interested candidates are requested to apply on hrd@manjarifoundation.in by **October 22** with a detailed C.V. Please mention **current salary drawn** and **expected salary** and giving details of **two references**.
2. Only short listed candidates will be notified and called for selection process.
3. Manjari Foundation is an equal-opportunity employer and does not discriminate on the basis of national origin, caste, religion and race. We encourage woman professional to join the organization.

Disclaimer

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Manjari Foundation Offices

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