

## Accounts Officer

Job Title	Accounts Officer
Department	Finance and Accounting
Level	Manager
Location	Delhi
Reporting Manager	Sr Manager- Financial Control and Accounting



### About SaveLIFE Foundation:

SaveLIFE Foundation (SLF) is a non-profit organisation committed to saving lives on roads in India. We have been recognised as the Best NGO in India by the Rockefeller Foundation and are a recipient of the prestigious Prince Michael International Road Safety Award. We partner directly with the government, industry, and local communities across India to make the most dangerous roads safer.

Road crashes kill over 1.3 million people globally each year. India holds the dubious distinction of being the world's number one in road crash deaths, with at least 150,000 fatalities and over one million serious injuries per year. Most victims come from extremely poor backgrounds. Road crashes have emerged as the number one cause of death for Indians in the age group of 15-45, dealing a crushing blow to the nation's productivity and a loss of 3% to our GDP each year - an amount that can eradicate hunger from India, twice over each year. Tragically, road crashes in India are also one of the biggest causes of death for children under age 14, with over twenty fatalities each day, mostly in the vicinity of schools.

SLF operates at the intersection of policy-making and grassroots impact. We are best known for getting India a Good Samaritan Law that encourages bystanders to help critically injured persons on the road, expected to save 50% lives otherwise lost to preventable injuries. Most recently, SLF has delivered an astounding 52% reduction in fatalities on the Mumbai-Pune Expressway, and a reduction of 69% on in fatalities on the Old Mumbai - Pune Highway (NH-48) through a combination of measures ranging from improved road engineering to technology-driven traffic enforcement to optimised trauma response – the Zero Fatality Corridor (ZFC) model.



### Role Overview:

The Accounts Officer will work closely with the Manager, Finance Control & Accounting and the rest of the SLF team. This role is responsible to ensure maintaining proper books of accounts in Tally software with record keeping in order to meet organizational requirements.

He or she will develop positive working relationships with all of the stakeholders and report any problems or concerns to the team member immediately. We're looking for someone with a flexible schedule who can be available for weekends and holidays if needed as per requirement.



### Key Responsibilities:

#### Operational responsibilities

- Ensure proper checking of bills, staff reimbursement, etc., and process the payment in line with available budgets, and as per organizational policy.
  - Maintaining proper entries in Tally Software with the creation of budgets, cost centres and regularly updating of the accounting books. Ensure proper maintenance of accounting records with supporting documents.
  - Ensure timely statutory deductions i.e. TDS, PF, ESI etc, and deposit thereof, as applicable.
  - Prepare Monthly & Quarterly TDS calculation sheets and ensure timely filing of quarterly returns.
  - Ensure monthly bank reconciliation of all the Bank accounts hold by the organization.
  - Monitoring and checking the donation through the online portal as well as ensuring issuing of donor receipts/certificates.
  - Assist in preparing of Monthly & Quarterly Projects financial reports.
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- Ensure timely completion of Internal Audit, Statutory Audit, and project-based auditing as per the organization and Donors' requirements.
- Follow budgetary control procedures and report on deviations.
- Ensure timely payment of utility bills related to telephone, electricity, water, etc. before due dates.
- Ensure proper vendor verification i.e. PAN, GST number, etc. before proceeding of the payment.
- Assist in the Procurement of the supplies for the program need, based on procurement policies of SaveLIFE Foundation.
- Preparing and maintaining the Fixed assets and Inventory Register.
- Assist Manager, Financial Control & Accounting in maintaining and adhering to all related accounting and statutory activities.
- Undertake any other activities and responsibilities as required by the organization.

#### Process Improvement, Learning & Development

- Take the initiative to learn new developments/innovations
- Contribute new ideas to strengthen the solution
- Make maximum use of Technology in the departmental processes
- Actively participate in organization initiatives, planning and review discussions
- Adhere to timelines of performance appraisals

Any other additional responsibility could be assigned to the role holder from time to time. The same would be discussed between the incumbent and reporting manager



#### Role Specifications:

##### Education

- Bachelor's or Master's degree in Commerce, or similar.

##### Skills Required

- TALLY ERP, MS EXCEL
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## Experience

- Minimum 5 Years of Experience in book-keeping and accounting.
- Experience with the C. A. firm would be an added advantage.
- Preferred experience in NGO/ Social Development Sector.

## Key Behavioural attributes

- Execution Focus
  - Building Trust & Relationships
  - Impact & Influence
  - Planning & Organizing
  - Communication
- Learning Focus
  - Learning Orientation
  - Analytical Thinking
- Adherence to Core Values of SLF
  - Dependability
  - Integrity
  - Mutual Respect
  - Spirit of Public Service
  - Leadership
  - Excellence



**How to apply:** Interested candidates can apply for this position by clicking on the following link and submitting their application. <https://forms.gle/hwCmi5KT2mg6JU558>

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