Job Title	:	**Accounts Officer**
Location	:	Head Office, Ahmedabad
Experience Required	:	• 2–5 years of relevant experience in accounting, finance, statutory compliance, and payroll. • Experience in the development sector, NBFC, Microfinance Institution (MFI), or Financial Services organisation will be preferred. Additional knowledge on FCRA will be benefited.
Educational Qualification	:	• Bachelor’s degree in commerce (B. Com) is mandatory. • M.Com, Inter CA, or equivalent qualification will be an added advantage.
Skills Required	:	• Sound knowledge of accounting principles and financial reporting. • Working knowledge of TDS, GST, PF, ESIC, Professional Tax, and other statutory compliances. • Proficiency in Tally ERP/Tally Prime or other accounting software. • Strong knowledge of Microsoft Excel, including formulas, pivot tables, and MIS reporting. • Familiarity with online banking platforms and payment processing. • Experience with Loan Management Systems (LMS) will be an advantage.
Remuneration	:	As per market standards
Expected Date of Joining	:	At the earliest
Apply at	:	**careers@fwwbindia.org**

About the Position

The Accounts Officer is responsible for ensuring accurate accounting, financial record-keeping, statutory compliance, payroll processing, banking operations, and financial reporting. The role supports the smooth functioning of the Finance Department by maintaining financial discipline, ensuring compliance with applicable laws and organizational policies, and providing timely financial information for decision-making.

Key Responsibilities

1. **Credit Accounting & Loan Management**

- Record and maintain accounting entries related to the Loan Management System, including loan disbursements and collections.
- Prepare and maintain MIS reports relating to loan operations.
- Process lender repayments and ensure timely settlement of obligations.
- Coordinate with borrower partners and the Credit Team regarding loan-related financial transactions.

2. **Payroll Administration**

- Prepare monthly payroll by validating salary inputs, attendance, deductions, reimbursements, and statutory contributions.
- Process salary payments accurately and within stipulated timelines.
- Maintain payroll records and ensure confidentiality of employee information.

3. Accounts & Financial Operations

- Verify employee reimbursement claims and vendor bills in accordance with organisational policies.
- Pass accounting entries including Journal Vouchers (JV), payment vouchers, receipt vouchers, contra entries, and adjustment entries.
- Process online payments after obtaining necessary approvals.
- Maintain complete and accurate books of accounts.

4. Statutory Compliance

- Prepare monthly working for TDS, GST, Provident Fund (PF), Employee State Insurance (ESIC), and Professional Tax (PT).
- Ensure timely payment of statutory liabilities.
- Assist in preparing and filing statutory returns.
- Maintain proper documentation to support statutory compliance and audits.

5. Cash & Bank Management

- Manage petty cash and maintain the cash book.
- Reconcile physical cash balances with accounting records.
- Monitor cash availability and ensure proper utilisation of funds.
- Prepare weekly and monthly Bank Reconciliation Statements (BRS) for all bank accounts.
- Investigate and resolve unreconciled transactions promptly.

6. Fixed Assets & Investments

- Maintain the Fixed Asset Register by recording asset additions, disposals, transfers, and capitalisation.
- Calculate and record monthly depreciation in accordance with organisational accounting policies.
- Maintain the Fixed Deposit Register, including maturity schedules, renewals, and interest tracking.

7. Financial Reporting & MIS

- Prepare periodic MIS reports required by management.
- Prepare donor variance reports for funded projects.
- Provide financial information and supporting documents for utilisation certificates and donor reporting requirements.

8. Audit Support

- Prepare schedules, registers, vouchers, and supporting documents for Internal and Statutory Audits.
- Respond to audit queries and provide required documentation within agreed timelines.
- Support implementation of audit observations and recommendations.

9. Coordination & Stakeholder Management

- Coordinate with internal departments including Credit, Projects, HR, and Management on finance-related matters.
- Liaise with banks, lenders, auditors, statutory authorities, and borrower institutions for financial and compliance requirements.
- Ensure timely communication and resolution of finance-related issues.

Key Performance Indicators (KPIs)

- Accuracy and timeliness of accounting entries.
- Timely processing of payroll and vendor payments.
- On-time completion of bank reconciliations.
- Compliance with statutory payment and filing deadlines.
- Accuracy of financial reports and MIS.
- Timely maintenance of Fixed Asset and Fixed Deposit Registers.
- Timely closure of audit observations.
- Quality and accuracy of financial documentation.

Technical Skills

- Sound knowledge of accounting principles and financial reporting.
- Working knowledge of TDS, GST, PF, ESIC, Professional Tax, and other statutory compliances.
- Proficiency in Tally ERP/Tally Prime or other accounting software.
- Strong knowledge of Microsoft Excel, including formulas, pivot tables, and MIS reporting.
- Familiarity with online banking platforms and payment processing.
- Experience with Loan Management Systems (LMS) will be an advantage.

Behavioural Competencies

- High level of accuracy and attention to detail.
- Integrity and commitment to maintaining confidentiality.
- Strong analytical and problem-solving skills.
- Good planning and organisational abilities.
- Effective communication and interpersonal skills.
- Ability to work within deadlines and manage multiple priorities.
- Collaborative approach with internal and external stakeholders.
- Ownership, accountability, and commitment to continuous improvement.