Opportunity with Dakshin Foundation

Position: Accounts Officer

Number of vacancies: One

Duration: Long-term position with a 6 months probationary period

Position details: This opening is for an Accounts Officer to manage day-to-day accounting for the organisation. The role entail maintaining the books of accounts, ensuring timely payments to vendors, ensuring all auditing and financial compliance and maintaining financial reports. The position will be based out of the Bangalore office and you will report to the Finance Manager.

Chief responsibilities:

The primary responsibilities of this position will include but not be limited to:

1. Maintaining books of accounts for Dakshin (including maintenance of cash and cheque vouchers).
2. Receiving and maintaining receipt books for Dakshin’s donations.
3. Making cheques for payments and advances and settling accounts of project staff.
4. Preparing financial statements and Utilisation Statements for projects at Dakshin
5. Entering and maintaining accounts at Dakshin using Tally software.
6. Carrying out TDS, PF and PT filing and other related activities Month End Reporting including all Bank reconciliations
7. Maintaining proper documentation of the vouchers and files
8. Any other tasks as and when assigned by the supervisor.

Candidates must possess the following basic qualifications/skills:

1. A commerce degree with minimum two to five years of work experience in accounting
2. Excellent knowledge of Tally Prime, other software such as TDS, Salary Software
3. Written and verbal communication skills in English
4. Strong computer skills, with familiarity with using Microsoft office.

Remuneration: Salary will be commensurate with qualifications and work, in line with our internal policy. Candidates shortlisted for the interview will be given further details on the salary ranges to review.

How to apply: Please fill this application form in order to apply for these positions.

Address for correspondence: No. 2203, 8th Main, D Block, MCECHS Layout, Sahakar Nagar, Bengaluru – 560092, Karnataka, India.

Phone: +91-80- 23632242

Registered Office: C-305, Samyrriddhi Gardenia Apartments, 88/3, Bytarayanapura, Near Sahakar Nagar A Block, Bengaluru - 560092, Karnataka, India.

Email: info@dakshin.org
Note - This job is only for Indian nationals.

Last date to apply: 27th September 2023. The position will be filled as soon as a suitable candidate is identified; therefore, interested individuals are requested to apply immediately.

About us: Dakshin Foundation is a non-profit, non-governmental organisation based at Bangalore, India, with a mission to inform and advocate conservation and natural resource management, while promoting and supporting sustainable livelihoods, social development and environmental justice. Please look at our website to learn about our intervention and research projects at www.dakshin.org.