

**Position:** Senior Accountant

**Number of Positions:** 1

**Location:** Noida (Position requires travel to various project locations in India)

**Apply by:** 15<sup>th</sup> February, 2022

### **About the Organisation:**

DevInsights Private Limited (DI), founded in 2015 is as one of the leading Monitoring, Learning and Evaluation (MLE) agencies working in social development domain in India. DI with deep commitment to providing best of services not only in MLE domain, but also in small and large scale surveys, data analytics and training has undertaken a variety of research and M&E work across numerous thematic areas, some of which are Early Childhood Care and Development, Public Health, WASH, Education, Nutrition, Livelihood, Financial Inclusion and Child Protection / Rights.

### **Job Responsibilities**

#### **1. Systems related**

- Completely understanding the process and systems of DevInsights business
- Continuous looking for enhancing financial strength of the company
- Developing financial dashboard (using Excel) and updating on weekly basis
- Review of current accounting system and upgrade for smooth operation
  - Field travel advance
  - Field audit – financial with respect to activities performed
  - Travel settlement
  - Vendor invoicing and payments (Documentation, Due diligence etc)
  - Client invoicing
  - Maintaining register for all of the above
- Any other task as assigned to you

#### **2. Organization development related**

- Review and finalizing contracts and sharing with concerned team (Research or Admin/HR)
- Engagement in recruitment process for salary negotiations etc.
- Vendor management – query handling and settlement of issues
- Checking and verifying any and every scheduled and non-scheduled payments made – salaries, vendor payment, rentals, electricity, etc.
- Monthly and quarterly financial forecasting
- TDS and GST calculations and status, including staff returns filing
- Mandatory ROC filings
- Communications / meeting / correspondence with banks and lenders
- Participate in weekly meetings with project team and admin/accounts team and ensure actions are taken
- Any other task as assigned to you

#### **3. Project specific related**

- Contract review – from clients and preparation for consultants and field teams
- Invoicing and follow up on payments with clients

- Timely obtaining travel requests, their verification and making advance
- Ensuring timely and smooth transfer of funds for smooth field operations
- Advance settlements
- Travel to field locations for financial audit and activity auditing
- Any other task as assigned to you

**Eligibility**

CA (Inter), ICWA, CMA (Inter), M Com, MBA – Finance. The candidate should be proficient in MS Excel.

**Experience:** Minimum 5 year in the roles listed above

**This position requires candidate's physical presence in the office.**

**Remuneration:**

Salary commensurate to relevant experience.

**How to Apply**

- Candidates interested may please send their CV along with the subject "Senior Accountant" at [info@devinsights.co.in](mailto:info@devinsights.co.in)
- Please mention your **current/last salary**
- Coordinates (email and mobile no.) for three (3) professional references

*Only shortlisted candidates shall be contacted. DevInsights reserves the sole right to alter/modify/cancel the entire selection process or the position or the vacancy or to disqualify any candidature at any stage of the selection process.*