

JOB DESCRIPTION

Position: Finance Assistant
Job Location: Dehradun
Reporting to: Finance Manager
Experience: Person should have Degree/diploma in Finance, 2-3 years prior full-time experience in handling daily accounting functions with experience in handling profiles of NGOs/Trusts and similar preferred.
Details: Full-time position for a minimum of one year. Starting salary: Rs. 20,000 p/m CTC. Waste Warriors is an Equal Opportunities Employer.
Application Procedure: Applications should be submitted via our Google Form. Email applications will not be accepted. Only shortlisted candidates will be contacted for an assignment and 2 rounds of interviews.

Introduction

Waste Warriors is a registered society and non-profit solid waste management NGO, working in Dehradun, Dharamshala, and around the Corbett National Park region. We work through a combination of direct action, public awareness-raising, community engagement initiatives, and long-term partnerships with govt bodies. We are recruiting a Finance Assistant who will support the finance department of Waste Warriors Society.

Duties & Responsibilities of the Finance Assistant

- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Perform routine calculations to produce analyses and reports as requested by the Finance Manager.
- Help oversee and manage individual accounts.
- Create, send, and follow up on invoices.
- Review and adhere to department budgets.
- Collect and enter data for various financial spreadsheets.
- Review and audit financial statements and reports, ensure all calculations and data entries are correct.
- Reconcile any discrepancies or errors identified by conversing with employees and/or clients.
- Report any troubling discoveries or suspicion of wrongdoing to the proper line managers and CEO.
- Collect information for and prepare payroll payments for employees.
- Assist the Finance Manager in creating financial reports on a regular basis.
- Adhere to the company's or organisation's financial policies and procedure.



A Successful Candidate Will Possess:

- A degree/diploma in Finance with 2-3 years of work experience.
- Experience in Budgeting, Expense, Cash flow and Compliance Management.
- Strong communication skills with fluency in English and Hindi.
- Proficiency in Google's G-Suite apps (Google Spreadsheets, Docs, Drive etc), MS Office (Excel, Word, Powerpoint) and intermediate IT skills and knowledge of advanced finance software systems.
- A genuine interest in the social sector and is passionate about the environment and a cleaner India.
- A basic knowledge of waste management and be eager to learn more. (Preferred)
- Experience in using Tally and related tools.
- Understanding of compliances for non profit.

Key Skills & Attributes:

- Quick learner and quick thinker.
- Strong financial acumen with an attitude towards increasing efficiency and organisational output.
- understanding of data privacy standards; integrity; honesty; customer-service skills
- Strong critical thinking and problem-solving skills.
- Strong written, presentation, and listening skills.
- Ability to work under pressure and takes initiative.
- Ability to relate to people at all levels.
- Have a positive and "don't give up" attitude.

Start Your Application on our Google Form:

www.tinyurl.com/WWJob

For additional information, contact:

Waste Warriors Society

Email: hiring@wastewarriors.org