IRFT- International Resources for Fairer Trade

Location: Mumbai

About IRFT:
IRFT- International Resources for Fairer Trade (a non-profit organization), established under the Bombay Public Trust Act in 1995, represents the marginalized, under privileged sections of society. It operates from three verticals namely Community Business Support (CBS), Ethical Business Services (EBS), Corporate Social Responsibility (CSR). Currently looking out for an Account Executive who can handle below responsibilities:

Key Duties & Responsibilities:
• Managing records and receipts, reconciling daily, monthly and yearly transactions
• Assisting in the preparation of budgets/ projects on the anvil
• Preparing Cash flow on a weekly basis
• Processing invoices and following up for payments
• Being a key point of contact for financial and accounting matters
• Supporting the 3 business verticals namely CBS, EBS, CSR Executives on their projects and tasks in all finance related issues.
• Handling day-to-day financial operations.
• Preparing, processing a wide range of reports & financial statements regarding funds / grants received.
• Preparing balance sheet.
• Preparing data for audit.
• Preparing the timely payment of Taxes/ GST.
• Online & Submission of Audited Balance Sheet, Income & Expenditure Statement & Form 10B to Charity Commissioner’s Office and Home Ministry, Delhi.

Key Skills:
• Good understanding of Tally.
• Good knowledge of the statutory compliances for an NGO.
• Excellent verbal and written communication skills.
• Strong time management skills.
• Computer skills, especially MS Office.
• Highly motivated and organized individual, able to work to deadlines.

Qualifications & Experience - B.Com with minimum 5 years of experience
OR M.Com with 3 years of experience

Salary negotiable
Send your CV at admin@irft.org