

Job Title: Accounts Officer

Unit: Finance

Location: Bangalore

Reports to: Sr. Accounts officer

Remuneration: 7,50,960 /- per annum

Employment Status: 1 year of employment with a potential opportunity to extend

Last date to receive application: 26th June 2025

Purpose of role:

The main purpose of the job is to organize all of the finance support for Greenpeace India Society.

Main Duties:

Budgets:

- Budget Analysis and Presentation: annual.
- Template Development-as and when required.
- Consolidated Budget Presentation-annual.
- Variance Reporting- monthly
- Support for Senior Management- value addition & better presentation-as and when required

Forecast & Scenario synthesis :

- Forecast Preparation and Presentation: annually.
- Template Development- as and when required.
- Development and Performance of Scenario Synthesis-

Financials & Tax filing:

- Financial Format Enhancement- updation of financial statements for following best practices.
- Template Creation for Financial Reporting- as and when required.
- Financial Report Preparation & Presentation, including audits- annual

Policies & Processes:

- Tools Enhancement and Data Privacy- filing various returns (e.g., TDS)
- Adaptation to Emerging Trends-
- Escalation of Policy Deviations: Escalation to Finance Manager for resolution mechanism, wherever applicable.

Statutory Requirements:

- Statutory Compliances-
- Timely 10BD Return Filing-annual

MIS Reports:

- MIS Report Preparation and Dissemination-monthly.
- MIS Report Enhancement and Customization-monthly.
- Monthly FD statement for surplus deployment of funds-monthly.

Fund raising:

- Monthly FR Income File and Invoice Coordination-invoice receipt and income breakups-monthly.
- FR Income and Fee-Based MIS Report Preparation-monthly for approval of payments to service providers.

Other Matters:

- Coordination and Invoice Handling: monthly
- TDS Deduction and Payment: Timely payment of monthly TDS and filing of quarterly returns, including
- The correct deduction of TDS rates
- TDS Query Resolution: as and when required
- Reports for GPSA/GPI: quarterly.
- Bookkeeping and Accounts Maintenance: transaction-wise
- Bank Reconciliations: weekly.
- Remittances and Follow-Up: monthly statutory remittances (TDS, Provident Fund -PF), and Professional Tax -PT) before the due dates.
- Voucher Printing and Documentation: weekly.
- Interest Income on FD's verification: monthly.
- Advance and Settlement Queries: as and when required.
- Payments- weekly twice: Tuesdays & Fridays.
- TDS Verification: monthly
- Salary Disbursement & in-house consultants fees: monthly
- KYC Document Updation: as and when required.
- Form 16 and 16A Issuance: annually
- Backup Duties: as and when required.
- Any other work: as assigned by the finance manager.

Decision:

Within Greenpeace India operating guidelines the job-holder has decision-making authority to:

- Make decisions for accounting expenses under different accounting heads as well as budget codes, after consultation with the Finance manager as applicable.
- Make decisions for new account heads and budget codes, after consultation with the Finance manager as applicable.
- Deduction of Tax at source based on the guidelines laid down by the law from time to time with a focus on statutory compliances.
- Resolution of problem mechanisms within the domain of work.
- Coordination with statutory auditors for documentation support, and clarification of queries.

Knowledge & Experience:

- Bachelor of Commerce.
- Practical knowledge of Bookkeeping concepts.
- 3-4 years experience in independently handling the responsibilities given above
- Ability to write emails/letters in English independently.
- Ability to converse comfortably in English and Hindi with staff spread across India
- Organized with keen attention to detail.
- Good interpersonal skills
- Keep abreast with changes in all statutory requirements and implement the same.
- Keen learner, with interest and aptitude to learn quickly on the job.

Organization Skills:**Planning and organizing:**

- Ensure proper time management by coordinating the day-to-day work with the finance manager. This can involve reconciling conflicting workload priorities between team members.

Analysis:

- The issues and problems that the job-holder has to deal with relate to the efficient running of the office. This involves juggling options where there are limited resources whilst trying to keep everyone happy.
- Monitors and reports on budget.
- The job holder supports the Finance Manager in putting together basic management

information reports, which can involve analyzing information on location budgets and collating information from colleagues on overspending/underspending.

Initiative and innovation:

- Is expected to find ways of improving finance processes for the office and to make suggestions for improving Greenpeace India standard operating procedures (SOP)
- Staff is expected to suggest to the Finance Manager ways to improve/automate processes wherever possible.

Working with others:

- Tact and diplomacy are required while dealing with others as the workload could create pressure which the job holder is expected to resolve. The job-holder is also expected to take the pressure off the Finance Manager to ensure that their time is managed effectively, avoiding unnecessary interruptions.

To Apply:

Do send your letter of interest (350 words or less) along with the latest resume to **careers.india@greenpeace.org** stating 'Application for the post of Accounts Officer in the subject line.

We are a small team and would revert to applicants only after 8 working days from the last date of application. While we would put in our best to revert to each individual, in case you don't hear from us in the 8 working days then it is likely that your application would not have been shortlisted.

Greenpeace India is dedicated to upholding gender equality and inclusivity and we actively encourage individuals from diverse backgrounds to apply.