

**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:** 9th October 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 & Forecasts:**

- Collect the estimated projections from the cross functional departments to prepare the Annual Budget
- Prepare the Annual Budget for GPIS
- Budget vs Actuals report
- 3YSP Financial Analysis
- Submission of annual ODP to GPSA
- Mid-year Financial review reports and the Re-forecast

**Statutory Compliances:**

- Monthly payments of Provident Fund, Professional Tax & TDS
- Quarterly TDS returns filing
- Generation of Form-16A from the Traces portal
- Verification of Employees Income Tax declarations and update the tax computations in the Saral TDS.
- Annual TDS returns filing and issuance of Form-16 to the employees
- Gratuity calculations verification and timely payment to the LIC
- Provide the details for filing Form-10 & Form-10B and verification of draft copies

**Audits:**

- Review of Books for Year-end closing
- Collect the confirmation of balances from the Debtors & Creditors
- Arrange necessary details & information to the Auditors to complete the auditing
- Prepare the 26AS Reconciliation with the Books
- Update the Fixed Assets statement
- Prepare the Audited Financials

**MIS Reports:**

- Monthly Cash-Flow statements, FD interest calculations etc
- Income & Expenses monthly projections
- Budget vs Actuals statement with Variance analysis
- Quarterly reports – GPSA

- YEP report – GPSA

#### **Fundraising:**

- Monthly FR Income file share with the FR Team
- Coordinate with FR Finance for the Invoice
- Accounting FR Income & FR Fee with Budget codes
- Verification of the FR Fee with Data file before process the payment
- FR Income & Fee Budget vs Actuals analysis as per FR & as per GP

#### **Bank matters:**

- Periodically update Re-KYC for the Bank accounts as and when required
- Submission of the documents for addition/deletion of signatories
- Apply for the Netbanking for the new signatories as and when required
- Collect FD statements and account the interest income quarterly
- Collect the year-end balance confirmations from all the Banks

#### **Other works:**

- Ensuring day-to-day transactions such as accounts payable, receivable, payroll are recorded properly
- Verifications of employees advances / expenses claims
- Performing timely and accurate month-end journal entries and Trial balance reconciliation
- Verification of Salary statements / In-house consultants invoices and payments process
- Vouchers supporting documents print outs to ensure proper documentation and compliant with laws and regulations.
- Payments processing as per payments cycle
- Credit card payments verification and accounting the expenses
- Accounting of Chennai & Bangalore office expenses
- Upload transactions in Sunsystems
- Preparation of necessary reports for the Board meetings as and when required

#### **Decision:**

- Make decisions for accounting expenses under different accounting heads and budget codes
- Deduction of Tax at source based on the guidelines laid down by the law
- Guidance to the cross-functional departments for any queries
- Make decisions for the changes in the templates as and when required

#### **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. This can involve reconciling conflicting work-load priorities between Team members.

- Managing daily cash flows by ensuring only the minimum balances are retained in the Current Account(s).

**Analysis:**

- Monitors and reports on budget.
- 3YSP Financial Analysis

**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).
- Is expected to suggest to 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.

**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.**