

JOB Description

Designation: Accountant

- Preparation of accounts of CF project according to their guidelines.
- To prepare following documents on the online financial system Verge:
- Prepare chart of account.
- Prepare receipt vouchers, payment vouchers and journal vouchers with their supporting documents.
- Ensure timely posting of vouchers in verge software.
- Ensure the disbursement of payroll and other related expenses.
- Preparation of trial balance, balance sheet, bank reconciliation statement and general ledgers.
- Timely handle the tax matters.
- Assist in the gathering of baseline data and all additional data needed for monitoring and evaluation.
- Draft success stories as often as possible but at least monthly.
- Prepare relevant sections of quarterly and annual reports.
- Other official responsibilities, as assigned by the Project Manager, Coordinator and seniors.
- You are responsible to travel within the operation areas usually/occasionally in the city and in the country as and when required
- You will be observing all policies and procedures adopted by NOW Communities, including the code of conduct against Sexual Harassment at the workplace.

Other official responsibilities, as assigned by Project Manager and Executive Director