**JOB DESCRIPTION**

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| **Job Code No.** | **095** |
| **Designation** | **Accountant** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **On Contract** |
| **Remuneration**(consolidated) | **Rs. 35,000/-** |

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| **I. Reporting Relationships:** | |
| 1. Designation(s) of person(s) the role reports to: Chief Accountant, Assistant Director (Administration) | |
| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised):- | |
| **II. Contacts / Needs to interact with:** | |
| 1. Internal contacts (Roles and the Departments within the museum, the job holder is required to regularly interface with): Establishment, Shop, Exhibition, Education, Curatorial and Conservation. | |
| 1. External contacts (Government / agencies/ visitors etc., the job holder is required to regularly interface with): Banks, Government / Local Bodies, Auditors, Consultants. | |
| **III. Qualification / Competency requirements, in addition to experience, that will enable the role holder to be more effective, even when it’s not mandatory:** | |
| 1. **Educational Qualifications:** | |
| i) Essential: B.Com / BAF degree from a recognized university AND / OR  Post Graduate Diploma in Financial Management from reputed institution | |
| ii) Desirable: Experience of working on latest Tally ERP Accounting System.  Minimum 7 years of experience upto finalisation and adequate knowledge in general administration.  Working knowledge of MS Office | |
| 1. **Attributes / Skills / Competencies required: Basic accounting principles** | |
| 1. Should be able to discharge responsibilities independently, work within time schedule 2. Strong knowledge of fundamentals of accounting principles. 3. Able to speak, read and write English, Marathi and Hindi. | |
| **IV. Experience:** | |
| 1. **Total relevant Experience, in years:** | 7 years |
| 1. **Relevant areas of experience:** | Accounts , Finance, Taxation, Investment, Payroll, Statutory Compliance |

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| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:** |
| To maintain all Books of Accounts, Project Account and adhering to statutory compliance. |
| 1. **Key duties & responsibilities / Major Results To Be Accomplished:** |
| 1. All accounting work upto finalisation (trial balance) 2. Enter accounting entries into software with proper narrations 3. Verify accounting documents such as cash/payment vouchers, bank advance register, BRS etc. 4. Prepare various accounting statements, ledgers, schedules 5. Manage bills receivables to let them not be outstanding 6. Maintain Billing Register 7. Process payments to parties/contractors 8. Ensure compliance of statutory payments, accounting, filing of returns such as TDS, Income Tax, GST, Professional Tax, etc. 9. Preparation and timely submission of monthly reports. 10. Debtors & Creditors reconciliation. 11. Ensure accounting and cash management of all cash points i.e. Museum Shop, Activity Corners, etc. 12. Tasks subordinated by senior/s, over & above the duties/responsibilities mentioned |

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| Interested candidates may send only CV on or before 20th July 2022 to  Assistant Director - Administration  **Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**  159-161, Mahatma Gandhi Road, Mumbai – 400023.  Super subscribe the envelope with the post applied for with the Job Code No. Or email copy of CV on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com) mentioning the Job code and Post name in the subject line.  The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same. |