**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB CODE** | **062** |
| **Designation** | **Accounts Assistant (2 Posts)** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **On Contract** |
| **Remuneration**(consolidated) | **Rs. 30,000/-** |

|  |
| --- |
| **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:**
 |
| (a. i)Essential: B.Com / BAF / BBI / BMS degree from a recognized university Knowledge of Tally ERP  |
| (a. ii) Desirable:  |
| 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:**
 | 5 years |
| 1. **Relevant areas of experience:**
 | Accounts , Finance, Taxation |

|  |
| --- |
| **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. Assist in processing monthly salaries of all employees
2. Assist in filing TDS & GST returns
3. Enter accounting entries into software with proper narrations
4. Verify accounting documents such as cash/payment vouchers, bank advance register, BRS etc.
5. Prepare various accounting statements, ledgers, schedules & balance sheet
6. Manage bills receivables to let them not be outstanding
7. Maintain bills receivable outstanding report
8. Maintain Billing Register on pending bills
9. Process payments to parties/contractors
10. Update weekly MIS
11. Tasks subordinated by senior/s, over & above the duties/responsibilities mentioned
 |

|  |
| --- |
| Interested candidates may send only CV on or before 6th August 2019 to Assistant Director (Admin)**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 on recruitmentcsmvs@gmail.com mentioning the Job code and Post in the subject line. If job code and post not mention in subject line the application will not be considered for further recruitment process.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. |