

## Rajasthan Shram Sarathi Association

### Position: Executive – Accounting and Finance

Location: Udaipur, Rajasthan

**Rajasthan Shram Sarathi Association**, headquartered in Udaipur, is a non-profit section 25 company registered in 2007 with a vision “to become a leading agency towards ensuring secure, dignified lives of communities dependent on labour and migration”. Shram Sarathi has been promoted by **Aajeevika Bureau** ([www.aajeevika.org](http://www.aajeevika.org)) and since its inception Shram Sarathi has undertaken pioneering work in providing financial services and solutions to vulnerable seasonal migrants and their families.

Shram Sarathi serves as an incubator for financial services for migrant households. This involves four critical areas of financial intervention at source and destination locations viz. smoothening cash flows; breaking past debt cycles and advance traps; providing livelihood support and financing retirement. Shram Sarathi services include savings management, credit, insurance, pension and social security linkages, financial literacy and counselling. For further details, please visit Shram Sarathi’s website: [www.shramsarathi.org](http://www.shramsarathi.org)

Shram Sarathi is seeking an **Executive (Accounting and Finance)** to play a role in managing its financial systems.

POSITION	<b>Executive – Accounting and Finance</b>
LOCATION	The position is based in Udaipur but the candidate will be required to frequently travel to Shram Sarathi branches in surrounding blocks and districts
ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• <b>Accounting and financial management</b> <ul style="list-style-type: none"> <li>○ Maintaining and consolidation of daily accounts in Tally &amp; MIS; Ensuring regular updation of receipts and expenditures in the software</li> <li>○ Preparing monthly, quarterly provisional financial statements and final accounts preparation</li> <li>○ Monitoring and providing support to branch teams for maintenance of accounts as per office norms</li> <li>○ Managing accounting, finance and administrative communications with donors and product partners</li> <li>○ Providing regular administrative support for day-to-day activities and special events</li> </ul> </li> <li>• <b>Documentation and legal compliances</b> <ul style="list-style-type: none"> <li>○ Maintaining all necessary documentation and compliances as prescribed by the EPF, ESIC, ROC, IT, FCRA, RBI and other applicable legal norms</li> <li>○ Payroll management and HR administration</li> <li>○ Processing insurance and pension enrolment and claim settlement.</li> </ul> </li> </ul>

<p>CANDIDATE PROFILE</p>	<ul style="list-style-type: none"> <li>• The candidate must have a Bachelors degree in the field of finance/accounting/ commerce/management or similar disciplines.CA final candidates are encouraged to apply.</li> <li>• S/he should have at least 3 years of relevant work experience.</li> <li>• Proficiency in usage of Tally software and Microsoft Excel is a must.</li> <li>• Strong quantitative and analytical skills with and comfortable working with large data sheets</li> <li>• Female candidates are strongly encouraged to apply.</li> </ul>
<p>APPLICATION REQUIRMENT</p>	<p>Please mail your CV to <a href="mailto:jobs@shramsarathi.org">jobs@shramsarathi.org</a> before March 11<sup>th</sup>, 2021</p>
<p>REMUNERATION &amp; BENEFITS</p>	<p>Rupees 2.5 lakhs – Rs 3.6 lakhs CTC per annum depending upon qualification and experience. Excellent potential to grow with the organisation and to become part of the senior management cadre.</p>