

Job description

Job Title :	Accounts Assistant	Main Purpose of Job <i>(Why job exists/what it must achieve)</i>	
Level:	Manager	To manage day-to-day accounting operations of NSC-KC, ensuring timely collection of receivables, accurate accounting of income and expenditure, statutory compliance (including GST), timely disbursement of payments, and maintenance of proper financial records in accordance with applicable regulations and internal controls	
Reports to:	Admin Cum Training Coordinator		
Organization Unit / Location	National Safety Council- Kerala Chapter		
Main Responsibilities / Job Summary <i>(Primary deliverables of role and its scope)</i>		KPIs <i>(Measurable parameters of the role)</i> & Dimensions <i>(What is the span of the role)</i>	
1. Receivables & Collections <ul style="list-style-type: none"> Generate invoices for training programmes, audits, membership fees, and other services. Maintain updated receivables ledger. Follow up with members and client organizations for timely collection of outstanding dues. Track aging of receivables and report overdue payments. 2. Payments & Disbursements <ul style="list-style-type: none"> Process payments for: <ul style="list-style-type: none"> Honorarium to trainers, auditors, and service providers. Utility bills (electricity, internet, etc.). Office rent and routine administrative expenses. Ensure payments are made within due dates. Maintain proper supporting documentation for all disbursements. 3. Accounting & Bookkeeping <ul style="list-style-type: none"> Maintain books of accounts (cash book, bank book, ledger, journal entries). Record all receipts and payments accurately and on a timely basis. Reconcile bank statements monthly. Maintain digital and physical financial record 4. GST & Statutory Compliance <ul style="list-style-type: none"> Ensure correct GST invoicing and classification. Prepare and coordinate filing of GST returns (in consultation with auditor/consultant). Maintain GST input-output reconciliation. Assist in compliance with TDS and other applicable tax provisions. Keep updated with Indian GST rules and tax structure changes. 5. Financial Reporting		<ol style="list-style-type: none"> % of receivables collected within due period. Accuracy of accounting records (zero major audit observations). Timely disbursement of payments (before due dates). Timely GST filing and statutory compliance. Monthly bank reconciliation completed within defined timeline. Accuracy and timeliness of financial reporting 	
		Skills & Knowledge Requirements <i>(Abilities / Knowledge & Expertise in field)</i>	
		Knowledge (Technical / Functional) <ul style="list-style-type: none"> Working knowledge of Indian GST regulations and tax structure. Basic knowledge of accounting principles. Familiarity with TDS provisions. Proficiency in accounting software (e.g., Tally or equivalent). MS Excel and financial documentation skills. Skills Numerical accuracy and attention to detail. Follow-up and collection skills. Confidential handling of financial information. Organized record-keeping	Qualifications <ul style="list-style-type: none"> B.Com or equivalent qualification in Commerce. GST certification / accounting software certification (preferred) Experience Minimum 3–5 years of experience in accounting / finance role.

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<ul style="list-style-type: none">• Prepare monthly financial statements including:<ul style="list-style-type: none">○ Income & Expenditure statement○ Receivables aging report○ Payables status• Provide data for MIS and Executive Committee reporting.• Support annual audit by preparing required schedules and documents <p>6. Internal Control & Documentation</p> <ul style="list-style-type: none">• Ensure proper documentation and voucher verification.• Maintain financial discipline and compliance with approved budgets.• Assist in implementing internal control procedures.		Experience in service sector or NGO/association environment preferred
<p style="text-align: center;">Authorities</p> <ul style="list-style-type: none">▪ Authorized to raise invoices for approved services.▪ Authorized to follow up on receivables.▪ Authorized to process routine payments as per approved bills and budgets.▪ Authorized to correspond with members on payment-related matters.▪ Custodian of financial records (subject to audit oversight)		