



External Advert

Released By	HR - LSHO	Job Title & Department	Finance Executive
Date of Release	15/01/2010	Last Date of Receipt of Applications	23/01/2010
Reporting To	Finance Manager	Likely date of Joining	Immediate
Location /Number of Positions	HYDERABAD	No. of Positions	1 Nos.

FINANCE EXECUTIVE

LEPRA Society began its journey in 1988 and since then making relentless efforts in meeting the overwhelming needs of the rural population in healthcare especially in the field of Leprosy, Tuberculosis, HIV/AIDS, Malaria and Blindness. It is also promoting effective solutions to the problems that impede social development in the remote and rural areas in the four states (Andhra Pradesh, Orissa, Bihar and Madhya Pradesh).

LEPRA Society is looking for a dynamic and self propelled person to join us for the above mentioned position based at **Head Office**, West Marredpally, Secunderabad, Andhra Pradesh. The position is on contractual basis and is open for immediate appointment.

What you would do

S/he would be responsible for:

1. Maintenance of Books of Account, up to Finalization level.
2. Execute the accounting and financial systems by maintaining all the registers, records, reports, formats.
3. Updating the Accounts into Tally Accounting software and generate necessary reports.
4. Monitor the cash flow, budget, and inventories.
5. Be part of Internal and External audit of Accounts for smooth completion.
6. Carry out all bank/cash transactions & processing, drafting/typing, correspondence of the functional area of responsibility, auditing, preparation & submission of reports & filing.
7. Preparation of Bank reconciliation Statement
8. Assist in preparation of annual budget and Forecasts.

What you would need to have

1. Brilliant academic background with a Graduate degree in Commerce from a renowned institute
2. At least 3 to 5 years of relevant experience, preferably at NGOs.
3. Excellent interpersonal and communication skills.
4. Good computer skills and have strong commitment to people development and be self-driven.
5. Hands on experience in working with Tally accounting package. Prior experience in development sector.

Compensation: Rupees 1.6 lakhs per annum (Inclusive of all benefits)

How to apply?

If you have the skills and necessary experience and are interested in this position please forward your application along with detailed resume in the specified format downloaded from www.leprasociety.org (careers column) to hrd@leprahealthinaction.in specifying the REF.NO in the subject line or by post/courier specifying the REF.NO & **post applied** with location for on the cover of the application to the Head - HR, LEPRA Society, Krishnapuri Colony, West Marredpally, Secunderabad - 500026, Andhra Pradesh.

Closing Date of Applications: **23 January 2010**