



LEPRA India

## External Advertisement

Released By	<b>LS/ROH – HR</b>	Job Title & Department	<b>Finance &amp; Admin. Officer</b>
Date of Release	<b>14/06/2010</b>	Last Date of Receipt of Applications	<b>25/06/2010</b>
Reporting To	<b>Finance Manager</b>	Likely date of Joining	<b>ASAP</b>
Project /Number of Positions	<b>APHCT/01</b>	REF/NO.	<b>APHCT/FAO/1</b>
<b>Finance &amp; Admin. Officer</b>			
<b>S/he would be responsible for:</b>			
<ol style="list-style-type: none"><li>1. Maintenance of Books of Account, up to Finalization level.</li><li>2. Execute the accounting and financial systems by maintaining all the registers, records, reports, formats.</li><li>3. Updating the Accounts into Tally Accounting software and generate necessary reports.</li><li>4. Monitor the cash flow, budget, and inventories.</li><li>5. Be part of Internal and External audit of Accounts for smooth completion.</li><li>6. Carry out all bank/cash/honorarium transactions &amp; processing, drafting/typing, correspondence of the functional area of responsibility, auditing and preparation and submission of financial reports and filing.</li><li>7. Preparation of Bank reconciliation Statement</li><li>8. Assist in preparation of annual budget and Forecasts.</li><li>9. Liaison with APSACS on financial matters and submission of reports as and when requested.</li></ol>			
<b>Qualification, Experience &amp; Skills:</b>			
<ol style="list-style-type: none"><li>1. Brilliant academic background with a Graduate degree in Commerce from a renowned institute.</li><li>2. At least 3 to 4 years of relevant INGO/NGO experience in similar position.</li><li>3. Excellent interpersonal and communication skills in English &amp; Telugu language.</li><li>4. Good computer skills and have strong commitment to people development and be self-driven.</li><li>5. Hands on experience in Tally accounting package and working knowledge on Excel.</li></ol>			
<b>Location:</b> Hyderabad, <b>Salary:</b> Rs. 2.6 lac (p.a) all inclusive. Positions will be on contract basis for a fixed period.			
<b>How to apply?</b>			
All interested candidates can send their up-dated resume/CVs by e-mail to <a href="mailto:hrdroh@leprahealthinaction.in">hrdroh@leprahealthinaction.in</a> to reach by 25 <sup>th</sup> June 2010.			
<b>Closing Date of Applications</b>			
25 <sup>th</sup> June 2010			