Role Profile: Accountant

About Alliance for an Energy Efficient Economy:

Alliance for an Energy Efficient Economy (AEEE) is a policy advocacy and energy efficiency market enabler with a not-for-profit motive. AEEE advocates energy efficiency as a resource and collaborates with industry and government to transform the market for energy-efficient products and services, thereby contributing towards meeting India’s goals on energy security, clean energy and climate change. AEEE collaborates with diverse stakeholders such as policymakers, government officials, business and industry, consumers, researchers, and civil society organizations. We believe that our work speaks for itself and we hold Respect, Integrity and Synergy as central to our efforts.

Purpose of the role

The primary responsibility of this role will be to implement accounting policies & fiscal controls, prepare & maintain financial reports and support in audit and ensuring compliance. The role holder will be responsible for invoicing, payroll processing, project wise reporting and maintaining monthly accounting ledger and reconciliation on a monthly basis for all the account payables and receivables.

Details of the role

<table>
<thead>
<tr>
<th>Designation</th>
<th>Accountant</th>
<th>Function (Job function)</th>
<th>Finance and Accounts</th>
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<tr>
<th>Reporting Matrix</th>
<th>ED &amp; President</th>
<th>Job Family (Specific sub-function)</th>
<th>Accounts</th>
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<tbody>
<tr>
<td>Location (City name)</td>
<td>New Delhi</td>
<td>Employment type</td>
<td>Full Time</td>
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Responsibilities:

1. Invoicing, Book Keeping, Handling Bank and Credit Card.
   - Tally entry and filling of vouchers; Preparation of all invoices;
   - Preparation of Bank reconciliation statements; Preparation of Corporate Credit Card reconciliation and payment as per expense allocate to Project.
   - Bank payment through cheque, RTGS/NEFT, corporate net banking and corporate credit card payment

2. Payroll Processing, Payment approval sheet, Timesheet Management
   - Salary preparation from payroll software and checking TDS and EPF and other compliance detail carefully.
   - Timesheet tracking and preparation of the salary payment approval sheets.
   - Booking of project and core expense as per bills and prepared the non-salary approval in twice in month.

   - Preparation the organization’s yearly budget with the help of Project Leads and track it on quarterly/half yearly basis.
   - Coordinate with Project Leads and prepare the financial proposals for various projects and submit to the Granter with all documentation ensuring to meet all requirements of the proposals.
   - Preparation and submission of interim financial reports, final financial report and fund utilization reports to Donor as and when required.
4. Financial Monitoring, Tax Audit and Compliance

- Plan and schedule Half-year and year-end Tax Audit and compile information and data for preparation of half-year and annual statement of accounts and schedules, income, and expenditure statement.
- Update FCRA receipts, Income and Expenditure statement on AEEE’s website as and when required.
- Prepared GST return data and submit to Auditors for filling of return on monthly basis.
- TDS deduction and filling of TDS return as prescribed by Income Tax Law and Generation of Form 16 and Form 16A as per Income tax law.
- Knowledge of EPF deduction, payment and return filling on monthly basis.

**Academic qualifications and experience required for the role**

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<tr>
<th>Required Educational Qualification &amp; Relevant Experience</th>
<th>Minimum 3 years of relevant experience in accountancy and business financial management</th>
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<td>Graduate/Post Graduate in commerce, accounting or related discipline</td>
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<td>MBA in finance or CA preferred</td>
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**What AEEE Offers You**

- This an exciting time to join a growing AEEE team at our LEED Platinum certified office in New Delhi.
- AEEE advocates for data driven and evidence-based energy efficiency policies that will unleash innovation and entrepreneurship within the country to create an energy-efficient economy.
- We hold Respect for all, Integrity at all times, Synergy within AEEE and Excellence at work (RISE) as our core values and central to building a culture that is unique to us.
- We provide a dynamic and progressive environment with opportunities to grow both professionally and personally while contributing to the country’s progress.
- We have a start-up mindset and offer a friendly team environment with the opportunity to work on highly successful and dynamic portfolio of programs where your performance and contributions to the growth of AEEE is the ticket to your professional excellence.
- We have a strong commitment to our people and strive to live by our values as we listen, learn and provide equal opportunities to young and experienced staffers, and to technical, support function, and individual contributors.

**How to Apply**

If you believe you meet the criteria listed above and would like to be part of the dynamic AEEE team, we would love to hear from you. Interested candidates are requested to send their Cover Letter and CV (no more than two pages and addressing how your experience fit the criteria) with the subject line **Accountant** to jobs@aeee.in