



Job Title	Accounts Executive
About End Poverty	<p>End Poverty is a civil society organization registered in 2009 with a purpose to contribute towards poverty reduction in India. EP has been working in the states of Rajasthan, Haryana, Karnataka, Madhya Pradesh, UP and Delhi. EP's main target segment are poor landless agricultural farmers, small and marginal farmers, traditional artisans, poor and needy women, girl child, unemployed youth etc. Capacity building and training are the most important elements among others to support the diverse groups striving for change and a better life.</p> <p>End Poverty is a professionally managed, forward looking, catalyst organization that designs & delivers customized, innovative and self-sustaining development programs which are replicable and create social impact.</p> <p>End Poverty has identified four main areas of program interventions: Sustainable Livelihood Creation, Girls Education, Rural Development and Civil Society development.</p> <p>For more details visit our website: www.endpoverty.org.in</p>
Job Location	Gurgaon, Haryana
Department	Accounts and Finance
Job responsibilities	<ul style="list-style-type: none"> ✓ Responsible for looking after all accounts related work, preparing periodic financial reports and operationalize prudent financial norms within office. ✓ He will be responsible for maintaining books of account at and regularly updating them. ✓ Maintain the bills and other records of the organization ✓ He will also be responsible for providing all secretarial assistance to project staff and maintain all official records. ✓ Maintain database on regular basis. ✓ Verify data and correct database. ✓ Review and verify the entries. ✓ Coordination with MIS department at different locations ✓ Send reports/ data at the corporate office. ✓ Review data for deficiencies or errors, correcting any incompatibilities ✓ Maintain project wise database for Rewari location ✓ Provide information/data to MIS department on request within the defined timelines ✓ Subject to project activities, work responsibility will change.
Reporting to	Accounts and Finance Manager
Qualification & Required skills and Competencies	<ul style="list-style-type: none"> ✓ Graduate degree in commerce from recognized institutes/university with minimum 2 year of relevant experience.

	<ul style="list-style-type: none">✓ He should have worked in book-keeping and accounts, MIS related jobs with reputed institutions or NGOs.✓ Knowledge of working on computer and operating Tally or any other double entry accounting software will be essential.✓ Should have proficiency in Ms Office✓ Should be good in preparing MIS reports.✓ Should be Proficient in MS Excel.
Salary	25-30 k per month
How to apply	<p>Interested candidates may apply with a detailed CV mentioning the following details:</p> <ol style="list-style-type: none">1. Current / Last Salary drawn2. Expected CTC3. Notice period <p>Email : recruitment@endpovertyindia.org</p>