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| **Job Title** | **Senior Accountant/Project Accountant** |
| **Job Location** | **New Delhi** |
| **About the Organization** | **About DEF: Set up in 2002, the Digital Empowerment Foundation (DEF) is a development entity with focus on Information Communication Technologies (ICTs) for development and good governance. It works in key areas of – Skill development & capacity building, social entrepreneurship, ICT services delivery, Information for empowerment & development (CIRCs), digital content & solutions for rural empowerment, youth and women empowerment, Local self-governance (Panchayats), ICTs for Civil Society Organisations (eNGO), ICT solutions for MSMEs (eMSME), District Public Library as knowledge centres, Wireless solutions for communities (W4C), ICT for cluster development (Chanderiyan), ICTs for environment & natural resource management, Internet rights, Knowledge products and services (Research & case study products), Knowledge networks (the Manthan Award, mBillionth Award), Mobiles for Social & Behavioural Changes, Social Media for Development & Change, ICTs for regional development (North East India), Community Radio & Broadcasting solutions, ICT Academy for youth & institutional empowerment. DEF has presence in India, South Asia and initial interventions in Africa. Details at www.defindia.org** |
| **Duties and Responsibilities** | * **To ensure that all financial management including statutory compliance**
* **systems are in place and adhered to**
* **Contributes to team effort in achieving desired results by recommending policies and procedures**
* **Supervise & guide all financial management related activities for all Projects**
* **Maintaining an efficient, timely and compliant payroll function**
* **Strategic financial planning of the organisation in conjunction with the**

**CEO and Executive team*** **Working with the Management Team to develop and implement budgetary**
* **system improvements Guidance for managing all the financial records and transactions related to the Project**
* **Prepare a consolidated monthly report and submit the same to the Financial Management team of the organization**
* **Maintain all the financial reports and documentation related to the project**
* **Train Various teams on Variance analysis & Planning of budget**
* **Ensure that project cash flows are managed in a timely and accurate manner**
* **Secure all Financial Information backup related to the Project**
* **Align the policies & procedures by various Grant/funding Organisations with the Financial Management practices.**
* **Any other finance or administration related task as requested by Digital Empowerment Foundation**
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| **Reporting to** | **CEO/CFO/Project Head** |
| **Skills and Competencies** | * **Strong analytical and decision-making skills**
* **Exceptional Financial Management skills**
* **Ability to work confidentially, with tact and discretion**
* **Excellent Communication and writing skills**
* **Ability to work under pressure**
* **Outstanding Data-Entry Management abilities**
* **Time Management**
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| **Essential Qualification:** | * **Minimum (B.Com) or Bachelor Degree in Financial Management is must from a well-recognized University / Institution.**
* **Minimum one year prior experience as a Project Accountant in a reputed organization.**
* **Excellent IT skills with proficiency in Microsoft Excel, Tally and MS word**
* **Fluency in Hindi and English (Both written and verbal)**
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| **To apply** | **Please send your application and resume through   e-mail at** **sanjay@defindia.net**. **Please mention in the subject line of your e-mail “Accountant – New Delhi”.** **Only short listed applicants will be contacted.** |