ACCOUNTS MANAGER

JOB DESCRIPTION

UWC Mahindra College is a pre-university residential high school for 240 students aged 16 to 19 representing more than 80 countries. The College offers the globally recognised 2-year International Baccalaureate Diploma Programme, taught by 30 faculty members from around the world. Resting in a 175-acre biodiversity reserve, our campus is located amidst the greater Western Ghats – one of the world's biodiversity hotspots.
The Mahindra United World College of India (MUWCI) seeks to appoint a qualified, experienced and enthusiastic individual to provide operational support in the day-to-day running of the Finance department.

**Job Purpose**
- To manage and further develop all aspects of the school’s day-to-day financial operations.
- Manage various outgoing payments and incoming funds.
- Liaising with multiple stakeholders and government agencies.

**CONTACT**
Please write to vacancies@muwci.net

**Deadline:** April 15, 2023
SPECIFIC AREAS OF RESPONSIBILITY

Fee collection and invoicing
- Fee collection and follow-up of fees with students/ parents/ national committees
- Liaising with all parents and national committees for fee processing

Accounting & Reporting
- Maintaining UWC committee and Mumbai office accounts
- Helping in monthly/ yearly finalisation of accounts
- Managing all online college transactions, including salary payments & bill processing
- Following up on payments with various debtors
- Communicating with banks, donors and vendors
- Updating the fixed asset register every quarter

Managing Payments
- Processing of salary & perquisites of the faculty & staff
- Repatriation of funds for foreign faculty
- Managing statutory payments and ensuring timely filing of returns
- Managing all vendor payments

Closing of the monthly ledger
- Ensuring that all accounting & accrual entries have been passed

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SPECIFIC AREAS OF RESPONSIBILITY

Audit
- Preparing the necessary schedules required for audit purposes
- Working with the external audit team to resolve any queries

Liaison with Multiple Stakeholders and Government Agencies
- Liaising with banks for all daily activities
- Liaising with the Provident Fund office and external parties
- Liaising with tax consultants

Other Duties and Responsibilities
- Any other reasonable duties/responsibilities that the Head of School may, from time to time, ask the post holder to perform.

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Deadline: April 15, 2023
ESSENTIAL QUALIFICATIONS & DESIRABLE EXPERIENCE

- Master’s Degree in Accounting or Finance (CA Inter preferred)
- Proven experience in financial reporting and in preparing management accounts, forecasts and statutory accounts.
- Experience in practical accounting, bookkeeping and payroll in a similar role.
- Ability to understand, interpret and communicate financial data at all levels of an organisation.
- Sound knowledge of accounting standards.
- Excellent Microsoft skills – Excel, Word and Outlook essential.
- Confident in using Information Management Systems and able to learn new systems and processes quickly.
- Excellent time management, prioritisation and organisational skills.
- Excellent attention to detail.
- Maintain strict confidentiality where appropriate.
- Strong interpersonal skills with a clear focus on customer service.

EMPLOYMENT TERMS

- 3 Year Employment Contract with strong employer provided benefits
- Very competitive compensation range
- Transport provided
- Opportunities for professional development

CONTACT

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Deadline: April 15, 2023
HOW TO APPLY

Interested applicants should send the following materials to the attention of the Head of College, Mr. Gaurav Chopra at vacancies@muwci.net.

- Curriculum Vitae
- Cover letter outlining how your qualifications and experience match the position requirements;
- Contact information for two referees (both telephone and email contacts)

Applications will be accepted till 15th April 2023 or until the position is filled, whichever is earlier.

*We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. Candidates must be willing to undergo screening appropriate to the position including checks with past employers.*