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## Jr. Accounts Executive (Hyderabad)

### Job Description

YOUTH FOR SEVA is committed to be at the helm of inspiring a nationwide volunteering movement. To support the Finance and Accounting function of this multi-site NGO, we need a “Jr. Accounts Executive” who is an experienced accounting professional, well versed in various accounting practices and relevant technology platforms.

**Jr. Accounts Executive** is the part of the Accounts and Finance function who will report to Head – Finance and Accounts. The position is based in **Hyderabad** and preference will be given to candidates based in the city.

### Responsibilities:

- Regular work involves Donor reporting, correspondence on 80 G receipts, etc.
- Responsible for various statutory compliances like TDS, FCRA etc. -timely payment and returns.
- Day to day accounts updating and review, MIS preparation.
- Coordination & correspondence with Vendors, Banks & Govt. Departments.
- Interaction with Statutory Auditors, Project Heads, Consultants, Contractors etc.,
- Tracking and reviewing project activities, updating and maintenance of database.
- Documenting MOU's and Agreements in co-ordination with Project Teams.
- Compiling and filing vouchers along with supporting, preparing cheques, etc.
- Perform any other duties as may be required by the organization.
- Salary/Honorarium/Contract/Consultancy Payment Processing.

### Eligibility:

- 1-2 Years of relevant experience. Familiarity with social sector will be an added advantage.
- Knowledge of Project accounting and MIS.
- Working knowledge in Tally Prime is a must.
- Conversant with MS office.
- Decent verbal and written communication in English and Local Language.
- Resident of Hyderabad.



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## Qualifications and Skills

### Selection Criteria

Age	22yrs to 25yrs
Education	B. Com
Languages needed	English, Telugu
Commitment	2+ years
Work Timing	9:30 am – 6pm, 5.5 days a week
Skills	<ul style="list-style-type: none"><li>• Basics of MS Word, Excel, Tally ERP</li><li>• Use of internet, e-mail, etc.</li><li>• Demonstrated ability to liaison with banks, govt. agencies, peers from other departments and locations</li><li>• Decent oral &amp; written Communication in English</li></ul>
Other requirements	<ul style="list-style-type: none"><li>• Good learner and active team member</li><li>• Passionate about Social Sector</li></ul>

If you are interested, please send your resume to [recruitments@youthforseva.org](mailto:recruitments@youthforseva.org) with subject line “Jr. Accounts Executive”

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