



## **Role: Accounts and Admin Associate**

### **Location- Bangalore**

### **About Reap Benefit**

Reap Benefit is an award-winning, not-for-profit organisation with a mission to activate '**Solve Ninjas**' (**Youth 12-23 years**) in every locality and neighbourhood of India. These '**Solve Ninjas**' are action based citizen champions who take small measurable actions which have a big impact in their local communities.

To know more about our work: [Reap Benefit work](#)

### **Our Impact so far:**

- 24,000 Solve Ninjas who have invested 500,000 hours in Public Problem Solving
- Crowdsourced more than 300,000 local data points and co-developed 250 solutions with Solve Ninjas
- Diverted 440 tonnes of waste from landfills, saved 42 million litres of water, improved sanitation systems in 100+ local income schools
- Reap Benefit's work has been recognised by President Barack Obama, Ashoka Fellowship, Forbes India 30 under 30, Unilever Young Entrepreneur Awards among others

### **Responsibilities**

- Manage the day to day accounting voucher verification as per accounting policies, systems and processes regulatory reporting requirements, payroll systems and processes, internal controls, ongoing financial modelling, and strategic planning of utilization of Donor funds
- Master usage of HR & Payroll and HR software for payroll systems and processes
- Data entry in the accounting software with accurate information and explanation for ease of reference/audit
- Monitors billing/issuing receipts for all grants and contracts, as per agreement/policy
- File TDS/PT/PF/GST challan preparation, deposit and issue of certificates
- Ensure adequacy and adherence of internal control processes
- Provide suggestions on process improvement
- Assist in the audit work (Internal and Statutory) by preparing timely, accurate monthly, quarterly and annual internal/external financial and other meaningful ad hoc reports along with supporting documentation
- Generate internal and donor-wise utilization reports on a monthly basis and also provide a detailed analysis.

**Requirements:**

- The applicant must have a Bachelor's degree in Commerce/Business Administration  
2-4 years of working in Finance and Accounting function
- Experience in a social impact organization would be an advantage
- Proficient with Tally
- Proficient with MS Excel
- Proficient in internal audits and budget tracking

**Compensation**

Based on previous work experience.