

Position	Accountant
Location	New Delhi, FSSAI HQ
Reporting to	Deputy Lead, FFRC
Apply to	The short listed eligible candidates interested in the position are requested to share their detailed CV, and strengths to <a href="mailto:fortification@fssai.gov.in">fortification@fssai.gov.in</a>
About FFRC	<p>The <b>Food Fortification Resource Centre (FFRC)</b> set up within FSSAI with the support of TATA Trusts, is a resource and support centre to promote large-scale fortification of food across India. It is a resource hub which provides end to end technical support like information and inputs on standards and food safety, technology and processes, premix and equipment procurement and manufacture, quality assurance and quality control for fortification of foods to States/UTs/Stakeholders/Industry.FFRC's approach is to motivate, nudge and facilitate the food industry to adopt Food Fortification as a norm and assist the States in the on-ground implementation of the fortification project. For more details, please visit <a href="https://ffrc.fssai.gov.in/">https://ffrc.fssai.gov.in/</a></p>
Job Description	<p><b>Position Summary</b>  FFRC invites applications from eligible candidates for the position of anAccountant. FFRC is looking for self-motivated team member with good analyticaland teamwork skills. The candidate should be well organized and should have the ability to finish the work before the deadline. He/She should be very good with numbers and should be well versed with problem-solving skill.  The environment is of a start-up within the government; the ability to work under pressure and short deadlines is required.  Excellent knowledge of MS Office tools, Tax &amp; TDS, Tally and GFR 2017 will be asset.</p> <p><b>Key Responsibilities</b>  Manage all accounting and transactions for FFRC.  Provide day-to-day financial, administrative, and logistical support to the Finance Officer and to other staff, as required  Tally Data entry including purchase, receipts, payments, bank reconciliation statement etc.  Receiving and processing all invoices, expenses forms and requests for payments.  Responsible for timely disbursement (cash and bank) of grants and admin expenses in consultation with the Finance Officer and maintain cash and bank book, as per procedure  Prepare budget forecast and handle monthly, quarterly and annual closings.  Compute Tax and prepare tax returns, knowledge of TDS, Service Tax, Profession tax etc.  Manage balance sheets.  Comply with financial policies and regulations  Maintain all relevant documents and files for the finance department.  Proficient in Ms. Office applications is must and experience in using Tally.  Ability to work independently as well as in a team.  Perform any other task as directed by FFRC, TATA Trusts or FSSAI.</p>
Skill &	<b><u>Skill &amp; Competence</u></b>

Competence	<ul style="list-style-type: none"> <li>▪ Graduation in commerce from any recognized university.</li> <li>▪ At least 3 years of experience of basic accounting and financial skills.</li> <li>▪ Independent handling of correspondence.</li> <li>▪ Ability to handle pressure.</li> <li>▪ Initiative to take on responsibility and work with minimal supervision.</li> <li>▪ Accuracy and timeliness of production of documents.</li> <li>▪ Ability to work on deadlines</li> <li>▪ Desired knowledge of Ms Office, Tally and GFR 2017.</li> </ul>
Contract Type and Period	Contractual till 31 <sup>st</sup> August 2021
Compensation	Compensation package will be commensurate with qualification & experience and last salary drawn (if any)
<p>FFRC is committed to using fair, objective and positive employment practices to promote equal opportunities and diversity in employment, ensuring that all employees including potential employees are treated fairly, consistently and with respect, before, during and after, their employment. We seek to create an environment that is representative of, and responsive to, different groups.</p>	