

The President of Alliance Française de Bangalore (AFB) invites the application for the following post of ACCOUNTANT MANAGER.

Basic Qualification: Bachelor's in Commerce from a recognized University.

Job Title:	ACCOUNTANT MANAGER	Job Category:	Accountant, Administration
Duration	1 year (3-month trial)	Position Type:	On contract basis
Contact:	President & Director	Location	Bangalore

DUTIES & RESPONSABILITIES

A- Finance & Accounting:

1. Maintenance of Books of Accounts in a computerized environment Tally (6.3 Prime Version).
2. Preparation of Bank Vouchers and Cheques for payments.
3. Keying in Cash/Bank receipts, Cash/Bank Payments, Cheque Deposits into the system.

Month End:

1. Preparation of Bank Reconciliation Statements for Audit Purpose.
2. Preparation of other MIS (Management Info System) Reports.
3. Calculation of Employees and teachers Salaries after deduction of Provident Fund, TDS Income Tax, Loss of Pay etc and the disbursement of salaries.
4. Working knowledge of GST monthly Returns filing.

Year End:

1. Help in preparation of Budget Provisional every year by November.
2. Updating employee Gratuity details and payment of gratuity fund.
3. Preparation of Financial Statements and Balance Sheets after the Financial Year for the purpose of Audit prepared by the auditors.

B- Responsible for the following statutory compliance.

Income Tax

1. Calculation of Tax Liability of the Employees according to the available information.
2. Deduction of TDS and remitting to the Bank on a monthly basis.
3. Issuing Form-16 to the employees under the control of the auditors.
4. Filing of Form-16 at the end of the assessment year under the control of the auditors.
5. Filing of Annual Returns of the Alliance Française in co-ordination with the auditor.
6. Deduction of TDS (Tax deducted at source) for all modes of other payments like – Payments to contractors/sub-contractors, Professional fees etc.
7. Issuing Form 16-A for the Contractors/Sub-contractors etc.
8. Quarterly return of Tax Deducted at Source
9. Coordinating with the Auditor to deal with the legal notices
10. GST related in consultation with the Auditor

Profession Tax

1. Deducting Professional Tax and filing monthly returns.
2. Co-ordination with Profession Tax department for filing Annual Returns.

Provident Fund

1. Calculation of Provident Fund Contribution (both the Employer and Employee) every month and submitting to HR for remitting to the Provident Fund office by or before the due date.
 2. Co-ordination with Provident Fund office for filing the monthly and Annual Returns.
 3. Assisting the ex-employees for the withdrawal of PF dues.
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1. Calculation of Superannuation Benefits of the employees at the time of their retirement. (Provident Fund & Gratuity)
 2. Submit for Renewal of Staff Insurance Policy to HR department

C- Others:

1. Other administrative responsibilities like Lease Rent, property tax and Property Insurance in coordination with the Admin Manager.
2. Coordinating with the Annexures Manipal for accounting purpose.
3. Handling receipt and cash payment.
4. Coordinating with courses for GST invoice and guide for invoice generation and follow up for the payments.

PROFESSIONAL SKILLS

Rigorous, the accountant oversees the Institute's day-to-day expenditure and income. The accountant is also the person who summarizes the Institute's figures and reports to the members of the Committee and the Director. Finally, he or she keeps a constant watch on the accounts and must report any budgetary irregularities. With a degree in accountancy, several years' experience in a similar position is required.

BEHAVIORAL SKILLS

- Being able to work in team
- Mature and patient person
- Ability to communicate easily with people of different nationalities and socio- professional backgrounds
- Capacity to interact daily in an intercultural context
- Must be organized, methodical, adaptable
- Must be able to respect confidentiality

TIMINGS

Monday to Friday: 9.30am to 5.30pm - Saturday: 9.30am to 1.30pm

Consolidated Salary range from INRS 40,000/- to 45,000/-

THE SELECTED CANDIDATE WILL BE APPOINTED ON CONTRACT BASIS AFTER THE 3 MONTHS PROBATIONARY PERIOD REGARDING HIS/HER GENERAL PERFORMANCE WHICH WILL BE ASSESSED.

MAIL YOUR CV + COVER LETTER to the President of Alliance Française de Bangalore @ president.bangalore@afindia.org, copy to director.afbangalore@afindia.org, before 30 NOVEMBER 2023. Contact: Jean Christian RANDRIANAMPIZAFY, the Director: +91 789 909 8181.

The General Secretary /Director
J.Christian Randrianampizafy