Job Title; Accounts Executive
Location: Bangalore, Kanpur, Lucknow, Kolkata, Hyderabad (Remote working)
Division/ Department: Finance
Reporting Manager: Finance & Compliance Manager
Working days: Monday to Friday

About Pollinate Group

Pollinate Group is a social enterprise that empowers women as leaders of change to distribute clean energy household products that improve health, save time and save money for the world's most neglected communities. Established in 2012, the organization is committed to transform the lives and living conditions of women from marginalized communities. They identify, train and develop local women entrepreneurs who serve hard-to-reach families living on less than US$1.90 a day. So far, they have reached nearly 7.9 Lakh people across India and Nepal and empowered more than 1800 women to bring positive change in their communities. Through Pollinate Group's work, women establish trusting, long-term service relationships with their communities. Their customer service focus, including after-sales support, is a key differentiator and advantage in helping families break the cycle of poverty.

Roles & Responsibilities

- Responsible for day-to-day Financial Accounting and Taxation
- Generation of invoices for debtors and entering bills in books received from creditors.
- Monthly Ledger reconciliation with creditors and Debtors, assuring that no payment goes beyond the overdue date.
- Managing staff expenses reimbursement at Pollinate Energy India Pvt Ltd through the HAPPAY portal.
- Salary processing, cash flow, MIS.
- Monthly PF filing, ESIC filing, PT, TDS, GST filings with payment, Quarterly TDS returns filing and assuring that no due date is missed.
- Handling Internal and Statutory audits.
- ROC filings, Advance tax payments, corporation tax payments, MSME filings, annual compliance monitoring and finalisation.

Job Description, Technology Manager/ IT Specialist
- Passionate about working cross-functionally and open to learning and working with AUS, US, and Nepal. Flexible and open to change.
- Coordinate and oversee all office activities.
- Ensure adherence to relevant company procedures and policies.
- Keep the database in check and update them regularly.
- Preparation of payment lists in readiness for approval and bank processing.
- Working closely with the Sales and Logistics departments ensures smooth processes.
- General Administration duties as required.

**Key selection criteria**

- 3 to 4 years of work experience in Financial Accounting & Taxation.
- Master's degree in commerce, work experience in an Accounts field.
- Strategic thinker with strong analytical and creative problem-solving skills.
- Data management and administration experience is desirable.
- Passion to work with people from low-income and low-skill backgrounds.
- Results-driven and capable of working autonomously in a small business environment.
- Excellent interpersonal skills.
- Passion for social business, renewable energy and dedication to transforming the lives of the poor.

**How to apply?**

To apply for this role please send your CV to people@pollinategroup.org and fill in the candidate information form. Here is the link: [https://forms.gle/2fWtGcPDvHxbVpZx8](https://forms.gle/2fWtGcPDvHxbVpZx8)

**What follows next?**

Someone from our recruitment team will get in touch with you in the next 3 to 5 days should your CV and Candidate information form meet our requirements.

There will be two rounds of interviews and as part of the interview process, you will be asked to visit one of the communities and share your experience.

*Job Description, Technology Manager/ IT Specialist*