

Job Title: Accounts Executive

Location: Bengaluru

Division/ Department: Finance

Reporting Manager: Finance Compliance & Operations Manager

Working days: Monday to Friday

About the Company:

Pollinate Group empowers women from underserved communities to become entrepreneurs and leaders through sustainable livelihood opportunities. Through our program, we support women to build income-generating businesses while creating a positive impact within their communities.

Find out more at **www.pollinategroup.org**

About the Role:

The Accounts Assistant will support the finance department with a range of accounting and administrative tasks to ensure the smooth running of day-to-day financial operations. This role involves assisting with data entry, maintaining accurate financial records, processing invoices, reconciling accounts, preparing basic reports, and providing general support to the finance team. The ideal candidate will be detail-oriented, organized, and able to handle sensitive information with confidentiality and integrity.

Roles and Responsibilities:

- Day-to-day bookkeeping in Zoho Books.
- 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 expense reimbursement
- Monthly preparation of workings and filings of EPF, ESIC, PT, TDS, GST
- Preparation and filing of Quarterly TDS returns and ensuring no due date is missed.
- Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance.
- End-to-end reconciliations
- Coordinate and oversee all office/admin activities.
- Ensure adherence to relevant company procedures and policies.
- Keep the database in check and update them regularly.
- Working closely with the Sales and Operation departments ensures smooth processes.
- General Administration duties as required.



Required Skills & Experience

- Bachelor's degree in Accounting, Finance, or related field (or equivalent work experience).
- Basic knowledge of accounting principles and bookkeeping practices.
- Proficiency in MS Office, especially Excel; experience with accounting software is an advantage.
- Strong attention to detail and accuracy.
- Good organizational and time-management skills.
- Ability to work both independently and as part of a team.

Key selection criteria

- Experienced candidate with a maximum of 3 - 5 years of work experience
- Passion for social business, renewable energy, women empowerment and dedication to transforming the lives of the underprivileged.
- Ability to work without supervision in a fast-paced, result-driven environment
- The ability to collaborate, communicate and pay attention to detail is a must in this role

What we provide

- A Great sense of purpose in working for a social organization.
- Seeing the transformation in the lives of those we work with can be very rewarding.
- Collaboration with teams in multiple countries, open to learning.
- Aspired to be a part of the team who aims to "Empowering lives sustainably."

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: [CIF](#)

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.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGE WOMEN TO APPLY FOR THIS ROLE.