

## Job Description: Center Admin & Account

### Pratham Institute for Literacy, Education and Vocational Training

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**About Pratham and Pratham Institute:** Pratham is India's largest NGO working to provide quality education to underprivileged youth and children in over 21 states and union territories across the country, with a range of interventions. The Pratham Institute for Literacy, Education and Vocational Training is Pratham's vocational skilling vertical, launched in 2010 with a mission to create sustainable programs for training and retraining of youth for employability or entrepreneurship. We work across the country to provide individuals with the employability skills needed to address India's growing need for skilled manpower. Pratham is a widely recognized organization, having received notable awards such as the WISE Prize for Innovation, Skoll Award for Social Entrepreneurship, the Henry R Kravis Prize in Leadership and the CNMNB Indian of the Year for Public Service.

Our training centers are spread across 16 states in India. We have trained and placed over 20,000 students till date in various skills through our Industry specific courses in Hospitality, Construction, Electrician, Automotive and Bedside Assistance. We also run Entrepreneurship programs in Beauty and Tailoring to cater to people who have an entrepreneurial mind set and have supported 500 entrepreneurs to set up their own micro enterprises. We have also trained over 60,000 people in digital literacy through our Education for Education Program.

Pratham Institute is a uniquely hybrid social enterprise with the energy and innovation of a startup backed with the scale, resources, brand and network of India's biggest NGO. We attempt to leverage these strengths to innovate and develop financially sustainable, cutting edge solutions to the problems of providing large-scale information dissemination about jobs, access to training to reach employability, certification of skills, and provision of subsequent employment or self-employment opportunities. Pratham is also known as a launchpad for young talent – our alumni have started significant organizations like Akshara Foundation, PRS and Kaivalya, and are regularly selected for elite education programs, including at Ivy League institutions like Harvard and Wharton. For more details, refer to <http://pratham institute.org/>

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### Job Description

The primary responsibility of this role is to maintain coordination with regards to academic and administration requirements at the training Centre. The role would involve: -

We are searching for a motivated Accountant who is an excellent multitasker with exceptional communication and time management skills. You should be thorough, accurate, and honest with good bookkeeping skills. You should have an understanding of basic Accounting principles and

proficiency with computers and software, such as MS Excel or Tally. You should be trustworthy, efficient, and organized. The primary responsibility of this role is as follows:

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Review and file payroll documents
- Participate in quarterly and annual audits
- Handling communications with students, parents and vendors via phone, email, and in-person.
- Processing transactions and updating ledgers, etc.
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Manage balance sheets and statements
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

### **Suggested candidate profile:**

- M.Com / B.Com or relevant field
- Work experience as an Accounting Assistant or Accounting Clerk
- Knowledge of basic bookkeeping procedures
- Familiarity with basic Accounting principles
- Good math skills and the ability to spot numerical errors
- Hands-on experience with MS Excel and accounting software
- Ability to handle sensitive, confidential information
- Proficiency with computers and bookkeeping software, strong typing skills.
- Exceptional time management and verbal and written communication skills.
- Familiarity with basic Accounting principles.
- Professional manner and strong ethical code.
- Ability to multitask and remain motivated and positive.
- Commitment to working efficiently and accurately.

**Location :** Kamargaon - Ahmednagar (Maharashtra)

**Remuneration:** Rs 10,000- Rs 15,000 per month (negotiable and based on prior experience)

**Accommodation:** Out-station candidates will be provided accommodation facility at the Centre

**Application Process:** Email your Resume plus a Statement of Purpose (max 500 words) to [shivaji.kadam@pratham.org](mailto:shivaji.kadam@pratham.org)