



HEAD FINANCE, BOOKWORM

Bookworm is a Not for Profit Trust which operates in the Library space and believes in empowering all through the process of reading and everything that is associated with Libraries.

Bookworm has a number of ongoing programs such as Libraries in School, Mobile Outreach, Travelling Library, Library Educators Courses, etc and is poised to expand exponentially in the Library field and as such desires to recruit a Full Time Chief Financial Controller(CFC)/Financial Controller (FC) for its operations based from Panjim, Goa.

An ideal candidate for the post would be a Bachelor in any stream with Masters in Business Administration (MBA) from an institution of repute or a member of the ICAI/ICSI/ICWAI. Prior Experience in these roles in the social welfare sector will be an added advantage.

The job description envisages the following:

1. Control and Management of day to day accounting in Tally and generation of Management Information System (MIS) Reports
2. Preparation, Implementation and Control of Program wise Budgets on a monthly basis.
3. Liaisoning with Statutory Auditors for time bound completion of Grant Utilisation Certification, Statutory Audits and Income Tax Returns filing.
4. Liaisoning with existing and prospective Grantors for finalising, follow up, closing of Grant Applications and MOUs.
5. Ensuring all statutory compliances from Income Tax (Quarterly TDS and Annual Donation Returns, etc) and Corporate Social Responsibility (Renewals of Registrations, etc) perspectives.
6. Liaisoning and Co-ordination with Government Authorities, Grantors, Donors, etc

7. Conducting audits of on-going and new programs in order to ensure due diligence and improving the financial efficiency and effectiveness.
8. Management of funds and finances by envisaging minimal risk short term and long term investment opportunities.
9. Creativity in maximising donations and grants for sustaining current and future programs.
10. Helping out, in any way possible, with non financial program tasks as and when required.

While you will be aided by the Accountant and the other people at Bookworm, the attainment of the desired output associated with your job description shall be your sole responsibility and the basis of your work appraisal. Bookworm is an Equal Opportunity Employer and these positions report directly to the Director and Trustees and the remuneration shall be all inclusive ranging from Rs.40,000/- to Rs. 50,000/- per month for FC and Rs. 60,000/- to Rs. 70,000/- per month for CFC.

To know more about Bookworm, you can visit us at www.bookwormgoa.in