

<b>Job Title</b>	<b>Account and Admin Executive</b>
<b>Job Location</b>	Chennai – Anna Salai
<b>Nature of Employment</b>	Full time- 1 year contract with possibility of extension
<b>Nature of Job</b>	<b>Account, Finance, GST&amp;TDS filing, reports and analysis, training coordination, Office functioning, Administration</b>
<b>About MHFA India</b>	<p>Mental Health First Aid India –MHFAI is a registered company with its office located in Chennai with focus on education and research on Mental Health in India. "Mental health first aid (MHFA) is the help provided to a person developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis. The first aid is given until appropriate professional treatment is received or until the crisis resolves".</p> <p>MHFA programs and courses are evidence based training, which teach mental health first aid strategies to members of the public and prepare instructors who are trained and accredited individuals to deliver MHFA courses to communities and workplaces across the country.</p> <p>The concept of MHFA is that people should be taught on how to perform basic ‘first aid’ for those showing signs of mental health distress, just as they are commonly taught first aid for physical conditions. For more information please visit <a href="http://www.mhfaindia.com">www.mhfaindia.com</a></p>
<b>Duties and Responsibilities</b>	<p><b>Accounts</b></p> <ul style="list-style-type: none"> <li>• Keep Accounting records in Tally system</li> <li>• Set and follow up budgeting and bookkeeping procedures</li> <li>• Petty Cash Maintenance</li> <li>• Payment updating</li> <li>• Receipt updating</li> <li>• Income &amp; Expense Statements</li> <li>• Taxation such as (Service tax, TDS, GST etc...)</li> <li>• Account statement (online)</li> <li>• Develop, maintain, and analyse budgets, preparing periodic reports that compare budgeted costs to actual costs.</li> <li>• Foreign remittance statement</li> <li>• Budgeting foresee</li> <li>• BRS</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain relation and communication with banks</li> <li>• Coordinate Audit process</li> <li>• Prepare critical analysis and reports and funds flow</li> <li>• Other accounts duty assigned by the manager</li> </ul> <p><b>Admin</b></p> <ul style="list-style-type: none"> <li>• Assist colleagues whenever necessary</li> <li>• Facilitate the required activities exclusively for Training preparation and implementation</li> <li>• Assist with training applications in communication, documentation and other required activities.</li> <li>• Coordinate office activities and operations to secure efficiency and compliance to company policies</li> <li>• Create Update records and databases with personal financial and other data.</li> <li>• Manage agendas travel arrangement appointments for staff</li> <li>• Manage phone call and correspondence (email, letters, packages)</li> <li>• Submit timely reports, presentations</li> <li>• Track Stock of Office supply and places orders when necessary</li> <li>• Housekeeping maintenance</li> <li>• Day to day upkeep of cleanliness, running repair and maintain</li> <li>• Management of Electricity, Water. Create report and keep MIS facility expenditures</li> <li>• Developing and negotiating with vendors, managing contracts, for obtaining timely procurement of material at favourable terms.</li> <li>• Managing AMCs pertaining to upkeep of office equipment, ensuring compliance with the Service Level Agreements by the vendors.</li> <li>• Process for Courier service handling, at optimum cost and better delivery</li> </ul>
<b>Reporting to</b>	Managing Director
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• MBA/ B Com or other accounting education</li> <li>• Have interest on understanding Mental health</li> <li>• Has good interaction and communication in English, Hindi and Tamil language</li> <li>• Have good and practical skill in training organizing</li> <li>• Have good communication and writing skills.</li> <li>• Be a good team player, gender sensitive, willing</li> </ul>

	<p>to engage in ground breaking initiatives;</p> <ul style="list-style-type: none"> <li>• have very good proficiency in all applications of MS Office, especially Word and Excel, PPT,</li> <li>• IT skills are an advantage</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• <b>Depends on the experience and capacities matching to the market.</b></li> <li>• Excellent work culture</li> <li>• Attractive compensation and benefits</li> <li>• Opportunity to be part of a change making initiative on mental health sector.</li> <li>• Public &amp; Wellbeing holidays</li> <li>• Supportive team and knowledge in regard to Mental Health and wellbeing</li> <li>• Health insurance</li> </ul>
<b>To apply</b>	<p>Please send your application through e-mail at <a href="mailto:mhfaindia@mhfaindia.com">mhfaindia@mhfaindia.com</a></p> <p>Please mention in the subject line of your e-mail “Accounts and Admin Executive MHFAI”.</p> <p><i>All applicants are encouraged to apply as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Applications received after the due date will not be accepted. Only short listed applicants will be contacted.</i></p>
<b>Last Date for Receiving Application</b>	5 <sup>th</sup> of August 2020