

Freeset Employment Description:



Accounts Officer

About Freeset:

Freeset (Triplene Software Pvt Ltd) exists to provide dignified employment in a healing work community, for women wanting to break free from the sex trade. Freeset recognizes that many women working in the sex trade did not choose such a life but are victims of trafficking or poverty. Hence Freeset begins with the paradigm of 'choice' – offering an alternative form of employment where these women can experience dignity and begin a journey towards healing and wholeness.

Although Freeset is a business, all profits are retained and used exclusively for the benefit of the women (health care, childcare, debt intervention, vocational training etc) and to grow the business so more women in the future will have the opportunity to choose freedom.

Over the past 7 years Freeset has established a model which offers a sustainable and integrated response to the economic and social needs of women seeking to break free from the sex trade. Freeset responds to the economic needs of these women by offering long term employment (including vocational training) as well initial debt and housing intervention. Secondly, Freeset is strongly committed to community. At Freeset, a woman experiences acceptance as well as respect and participation in a caring community which walks with her in a shared journey of healing and hope.

Today about 150 women employed at Freeset manufacture quality jute bags and organic cotton tee-shirts for the export conference and business to business markets, but Freeset's core business is freedom! Freeset is located on the edge of Sonagacchi (Kolkata), one of the largest 'Red Light' districts in India. A central part of Freeset's strategy is to locate itself within the community in which it seeks to have a transformational impact. For more information see our website: www.freesetglobal.com

About the Position:

Freeset is seeking to fill the full time position of Accounts officer. This requires someone with accounting experience and understanding to carry out the day-to-day accounting tasks of Freeset. Formal accounting training (undergraduate study) as well experience / training in using Tally is desirable. It is anticipated that the person taking on this role, will not only develop their competency as an accountant on an ongoing basis, but be capable of providing broader leadership at Freeset in the future. Preference would be given to someone who can demonstrate a capacity to grow with the business.

Critical to this position is someone who understands and embraces the values and vision of Freeset. The position will suit someone who is seeking the opportunity to serve others rather than simply progress their own career ambitions. This position will suit someone who has modest salary expectations, an appetite for hard work and a passion for excellence. Freeset is particularly keen to employ women in positions of leadership.

Standard conditions of employment:

ESI, Provident fund, 23 – 25 days annual leave (depending on whether public holidays fall on a Sunday).
Work hours are 10am – 7pm (with 1 hour for lunch) Monday to Friday and half day Saturday (Usually 10am – 2pm).
Remuneration: - negotiable and commensurate with experience and skills.

ACCOUNTS JOB DESCRIPTION

FINANCIAL:

Manage the financial resources of Triplenine Software, including the following:

1. Pay accounts as required, by cash or cheque
2. Issue cash for purchases by staff members.
3. Pay TDS, VAT, ESI, PT & PF each month
4. Pay wages monthly & keep required records.
5. Monitor cash flow, obtaining cash from HDFC as required and contacting customers who have outstanding accounts.
6. Calculate & pay FBT & provisional tax quarterly.

RECORDS MANAGEMENT:

1. Keep records of all purchases, payments, sales & receipts in TALLY 9.0
2. File all paper financial records in appropriate files, making copies where necessary
3. Co-ordinate with sales & shipping to be aware of shipments, payments due, freight charges etc.
4. Ensure old records are kept in a safe & accessible place

COMPLIANCE;

1. Prepare & submit to accountant quarterly reports for TDS, VAT, sales
2. Work with Auditor for compliance & audit requirements
3. Submit to HDFC bank all documents required for clearance of FIR received.
4. Maintain minutes of Management & Directors' meetings
5. Other Company Secretary responsibilities as required

SUNDRY:

1. Arrange insurance cover of consignments, when required.
2. Manage local sales, recording bags sold & taking payment

FINANCIAL MANAGEMENT SYSTEMS:

1. In consultation with Senior management adjust / develop financial systems to meet business needs.

2. Provide financial reports of key metrics at regular intervals as agreed with Senior management. (ie gross margin, P&L and balance sheet updates, creditors and debtors, cash flow etc).
3. Provide oversight on all financial issues including invoicing, payments and cost control management.

LEADERSHIP:

1. Provide supervision of office assistants and ensure they are adequately trained to carry out their duties
2. Contribute to strategic planning in the financial sphere, support in terms of compliance with international fundraising requirements

Assist with other duties as requested across the business, but particularly in the area of business compliance, accreditation etc which involves liaison / consultation / negotiation with Indian institutions / governments / networks.