



Alliance Française De Delhi

Position – Head of Accounts

ABOUT:

Alliance Française de Delhi is a premier cultural and educational institution committed to promoting the French language and Francophone culture in India. We offer high-quality French language courses and host diverse cultural events, making us a vibrant hub for intercultural exchange.

We are currently seeking an experienced and qualified Head of Accounts to lead our Accounts Department and ensure the effective financial management of the organization.

KEY RESPONSIBILITIES

The **Head of Accounts** will be responsible for:

- Maintenance and updating of accounts in Tally Software.
- Preparation and control of budgets.
- Ensuring compliance with FRCA regulations.
- Preparing and processing timely salary disbursements, addressing employee queries related to payroll, fees, and salary increments, seniority points, and allowance calculations.
- Collaborating closely with the Director, Treasurer, President, and other key stakeholders on financial matters.
- Coordinating the filing of Income Tax Returns and GST Returns in liaison with external consultants.
- Managing foreign remittance payments related to cultural and academic activities.
- Authorizing and overseeing the release of all payments.
- Liaising with banks to open employee accounts, request chequebooks, and maintain records of authorized signatories.
- Handling queries related to payments, billing, and reimbursements.
- Reviewing booking confirmation letters for the Auditorium, Gallery, and equipment rental.
- Addressing issues linked to the AEC (student management software) from an accounting perspective.
- Managing investments in Bank Fixed Deposits.
- Providing necessary financial documentation and support during audits.
- Responding to audit-related queries and observations.
- Representing the organization in income tax, GST, service tax, and EPF scrutiny cases.
- Processing online payments for the provident fund and GST via bank portals.
- Preparing financial statements, including the Balance Sheet, and supporting its audit.
- Drafting compliance reports and responding to observations made by internal auditors or AFD members.
- Overseeing invoice generation and follow-up with the accounting team and cashier.

KEY QUALIFICATIONS:

- Proven experience in Accounting or Finance Management with a CA background is preferable.
- Minimum of 10 years of progressive experience in accounting or financial management.
- Strong understanding of Indian tax laws, including GST, Income Tax, and related compliance.
- Prior experience in non-profit, educational, or cultural organizations is highly desirable.
- Excellent interpersonal and communication skills.
- Proficiency in accounting software and Microsoft Office tools.
- Excellent proficiency of using MS Excel.
- Ability to manage multiple responsibilities effectively and work collaboratively within a team.
- Demonstrated experience in financial audits and regulatory compliance.
- Familiarity with online banking systems, e-payments, and financial tools.

HOW TO APPLY

Please send the following documents to career@afdelhi.org :

- Updated CV
- Cover Letter
- Contact details of references

Email Subject: Application for Head of Accounts

For queries, contact: hr_coordinator@afdelhi.org

ADDITIONAL INFORMATION

- Salary & Benefits: Based on qualifications and experience
- Only shortlisted candidates will be contacted. If you do not receive a response, please consider that your application was not selected on this occasion.