



## **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](mailto:career@afdelhi.org) by 14 July 2025:

- Updated CV
- Cover Letter
- Contact details of references

Email Subject: Application for Head of Accounts

For queries, contact: [hr\\_coordinator@afdelhi.org](mailto: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.**