



Senior Accounts Associate

JOB TYPE: Full-time

No. OF VACANCIES: 1

LOCATION: Bangalore

SALARY: Competitive

WHO WE ARE

Noora Health's mission is to improve outcomes and strengthen health systems by equipping family caregivers with the skills they need to care for their loved ones. Founded in 2014, Noora Health turns hospital hallways and waiting rooms into classrooms by tapping into the most compassionate resources available for the patient's care: their own family.

With the support of six state governments in India, the Government of Bangladesh, and large private hospital systems, Noora Health has trained more than two million caregivers across 329 facilities. In a cohort of patients, the program reduced post-surgical cardiac complications by 71%, maternal complications by 12%, newborn complications by 16%, and newborn readmissions by 56%.

Noora Health was honored as a TED 2022 Audacious Project Grantee and recipient of the 2022 Skoll Foundation Award for Social Innovation. Featuring Edith Elliott and Shahed Alam, our Co-Founders and Co-CEOs, Noora Health's mission took the spotlight at TED 2022 and was also featured in a 2022 Skoll video.

WHAT YOU WILL DO

- Responsible for end-to-end management of all activities in the accounts payable function.
- Ensures and does timely payments of vendor invoices, expense vouchers, reimbursements, employee advances.



- Responsible and accountable for maintenance – both physical and virtual/electronic accurate records/bills/invoices/vouchers/and all such other accounting records in relation to accounts function
- Understand Books Finalization
- TDS Calculation and payment
- Responsible for vendor agreements and timely renewal
- Quarterly TDS return Filing.
- Creditors Reconciliation.
- Cash flow basics update weekly
- Will be responsible for bookkeeping of accounts function in Zoho . Working knowledge or willingness to adapt to Zoho is expected.
- Supports in external / statutory audits – specifically in responding to audit queries, documentation requirements, resolving audit observations etc for account payable function.

WHAT WE ARE LOOKING FOR

- B.Com/M.Com with 2-3 years of experience in Accounts Payable or CA intermediate with 3 year article-ship experience
- Working knowledge of GST Input Tax Credit provisions
- Monitor actual spending with budgeted spending, ensure adherence with budgets
- Actively monitor, review, and manage accounts payable and employee advance aging and responsible for timely follow-up and settlements.
- Responsible for vendor master file updates and maintenance.

HOW TO APPLY

Email the following materials with the subject line **Senior Accounts Associate** to people@noorahealth.org to apply

- A one-page cover letter describing your interest in the position and background
- An updated resume, which includes languages spoken and relevant experiences
- Some samples of your work [2+ would be nice] and portfolio