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Accounts Officer

World Design Protopolis, WDP, Task Force Bengaluru,

Welcome to the WDP Bengaluru Task Force, where we offer a diverse range of career opportunities. Whether you are a seasoned professional or just a few years you're your career, we have positions that may be of interest to you. Our job descriptions provide detailed insights into the responsibilities, qualifications, and opportunities available for each role.

Background

WDP is a five-year program renewed annually between World Design Organisation Montreal, The Association of Designers of India, ADI, Srishti Manipal Institute of Art Design and Technology, SMI, as the anchor institution, and the city of Bengaluru represented by BBMP.

Bengaluru was nominated as World Design Protopolis by WDO in July 2023, and is the first city in the world to hold this title.

Over the 5 years that Bengaluru is Designated as World Design Protopolis, designers and other stakeholders will co-create solution prototypes that will make the city

1. more sustainable in terms of water, energy, waste management, mobility and resilience to climate change,
2. encourage green and circular entrepreneurship,
3. design and build meaningful and effective infrastructure
4. Make the city safe for women children elderly people with disabilities and non-humans,
5. Promote art culture heritage and food as the experience of the city
- 6 Create the pedagogies and technologies that will tackle today's big problems.

Accounts Officer

We are looking for an experienced Accountant to manage financial transactions and reporting. Your expertise in financial management will be instrumental in ensuring the financial health of our organization. The WDP utilizes public funds and due diligence must be exercised in following procedure for purchase of materials and services.

Accounts will need to be regularly furnished to third-party auditors.

Responsibilities

- Maintaining rigor in bookkeeping and accounts
- Ensuring due procedure and processes have been followed
- Maintain and dispense petty cash for day-to-day expenses.
- Checking documentation and procedures for reimbursements to task Force team members
- Maintaining proposals, contracts, receipts etc in a methodical way in both hard copy filing systems and digital systems with ease
- Planning, organizing, and ensuring cash balances for smooth operations.
- Ability to make and maintain financial projections for the program

Requirements and Skills

- The ideal candidate should have proven experience as an accounts manager in a relevant position. Qualifications include a Bachelor's degree/diploma in commerce, auditing or business administration, along with at least 5 years of experience in an office, or finance department of a firm. Experience is valued over qualifications.
- Strong skills in numeracy and fluency in accounting software like Tally.
- Excellent verbal communication skills
- Ability to work with diverse teams

Contract Period

The initial contract is for a year, renewable annually for up to 5 years.

Location

Bengaluru, with two offices located at Srishti Manipal Institute of Art, Design and Technology's Centre of Excellence in Emerging Practices and Pedagogies, and the other at BBMP Hudson Circle.

Send in your resume to Ravi Jangir, and a short Statement of Purpose (200-500 words) to the Vice President ADI BLR Chapter at bengaluru@associationofdesignersofindia.org