

Job Description: Accountant/ Bookkeeper

About Carbon Check

Carbon Check (India) Private Limited is an internationally renowned certification body committed to excellence in the delivery of impartial and competent third-party assurance services covering validation, verification, and certification of climate change projects across the world with special focus on Africa and Latin America. CCIPL is accredited, certified, or recognized, as applicable, by the United Nations Framework Convention on Climate Change (UNFCCC), Verified Carbon Standard (VCS), Gold Standard Foundation (GS), Social Carbon, Climate Community and Biodiversity (CCB), Global Carbon Council (GCC) and SD Vista for providing verification and validation services in each respective regime. Carbon Check is involved in validating project proposals or verifying whether implemented projects have achieved planned greenhouse gas emission reductions. It manages and conducts verification and validation audits of greenhouse gas emission reduction projects.

Position: Accountant

Reporting to: Quality Manager and Executive Director

Duty Station: Noida, India

Roles and Responsibility:

- **Bookkeeping and Financial control:**
 - To work in line with the CEO on maintaining and monitoring the CCIPL office budget- ensure compliance
 - Work with the admin and technical team to ensure synchronization of budgets
 - Monitor all payments through financial control and reconcile monthly accounts
 - Administer petty cash payments and claims where necessary
 - Maintain financial documentation and filing
 - Manage preparation and submission of financial documentation and expenditures
 - Set up financial reviews quarterly
- **Office accounts management:**
 - Manage and prepare the debtor and creditor invoices
 - Arrange travel, visa and accommodation for the technical team when travelling
 - Monitor the travel declarations for the travel insurance – TIC
 - Oversee system for print and electronic filing
 - Maintain good public relations with clients, peers and superiors.
 - Respond to internal and external enquiries or needs in a professional and knowledgeable manner
 - Be up to date with all the activities and actions in the Company.
 - Assist with presentations, meetings, where necessary

Educational Qualification and Experience:

- Graduate or post-graduate degree in commerce, finance, or accounts.
- Experience in relevant field for 1 – 3 years.

Desired Skills:

- Advanced MS Word, Excel, PowerPoint and Outlook experience is essential.
- Advanced knowledge of Tally or other such accounting tools.
- Be able to manage departmental workflow. (Multiple work processes at a time)
- Strong Self and departmental time management.
- Must be a pro-active thinker – envisage problem areas and seek solutions.
- Good understanding of the company's aims, objectives, and ethos.

Remuneration: Remuneration and applicable benefits shall be negotiated with the successful candidate.

Please email your latest Curriculum Vitae along with salary expectation to the Human Resources Department of Carbon Check at hr@carboncheck.co.in