

## Accounting Project

**Years of Experience:** 2 to 3 Years

**Location:** Can be based anywhere in India, but prefer if located in Bangalore.

**Type of Employment:** Full time Internship **Duration:** 3 months

**Reporting To:** Founder/CEO **No of positions:** 1

**Qualification:** B.Com / M.Com **Duration:** May 2021 to July/August 2021

### **Job Highlight:**

You will

1. Structure the financial information and create financial reports with a framework
2. Build key statements like Balance Sheet, P&L and Cash Flow

### **About Unherd:**

We're on a mission to help pre-college students in India make informed career decisions using experiential learning and mentorship programs. We have impacted/educated over 1000+ students on diverse careers and we are just getting started!

### **SUMMARY**

Unherd is looking for a reliable Accounting professional for a 3-month project that will structure our every day financial activities. As a key team member, this position will directly impact the organisation's business decisions and support in meeting the organisation's objectives.

A successful intern will effectively organise the financial reports and design a framework that could easily help the leadership team to

understand the finances of the company. They will help in creating reports, talk to the teams in different departments, create statements efficiently that directly impacts the organization's financial health.

### **YOU'LL BE RESPONSIBLE TO....**

- Prepare and present key financial statements like P&L, Balance Sheet, Cash Flow Statement and other reports.
- Monitor day-to-day accounting activities like vendor payments, record daily bank transactions or repayments (if any).
- Advise other departments, discussing company plans and agreeing on the future direction to be taken.
- Liaise with auditors to ensure appropriate monitoring of company finances is maintained.

### **YOU MUST HAVE...**

- Analytical skills with strong aptitude for maths
- solid knowledge of using excel, word and powerpoint
- incredible attention to detail and ability to multitask
- effective communication, presentation and operational skills
- efficient organisation skills to manage multiple projects
- empathy
- Bachelor's degree (or completing the degree)

### **IT'S AN ADDED PLUS IF YOU HAVE...**

- proficiency with TDS, GST compliance
- some startup experience (either worked in one or started one of your own in the past)
- interest in education sector, edtech and/or non-profit

## **YOU'LL BE SUCCESSFUL IF...**

### **You're organized**

You can handle and prioritize multiple tasks at once. You can turn any meeting or email thread into actionable items for multiple people. You work smart, not hard.

### **You're analytical**

You enjoyed maths in school and college. Number crunching comes naturally to you. You interpret quantitative data, detect patterns and then make decisions.

### **You have Excel skills**

You seamlessly can work on MS Excel, Google spreadsheets, Word and powerpoint. You see learning a software as a necessity because it can improve your tasks, processes and management.

### **You're empathetic:**

You genuinely care! You have the emotional intelligence to understand someone's problems and will try to act on it.

### **You're a great communicator/presenter**

You can demonstrate effective stakeholder relationships by ensuring concise communications of needs and requirements. You have excellent communication skills, both while speaking and in writing. You have professional candor and you're great at resolving problems quickly and effectively.

### **You are passionate about education**

You believe education can truly transform the world and make it a better place. You know that skills, knowledge, and interest are crucial for every individual to succeed in the 21st century workforce.

## **You are a deal closer**

When you tell people about your ideas, they become interested. You know how to negotiate, how to position a business pitch in the best possible light, and how to find solutions that turn a no into a yes!

## **Perks and Benefits:**

- Though we are a social business/startup, the stipend compensation will be like a for-profit company.
- Flexible schedules and required time off to ensure you are well-rested.
- Opportunity to work directly with the Founder/CEO and will receive a recommendation letter based on deliverables/quality of work.
- Opportunity to see your skills and passion actually change lives of students in India.

## **TO APPLY**

- Attach your resume and
  - tell us what why you would be the right person for this role.
- We prize brevity, so please try to be as specific as possible.

Your resume and answer could be emailed to: [contact@unherd.in](mailto:contact@unherd.in) with Subject Line "Accounting Intern" Please include how you heard about the position for our tracking purposes. Applications will be accepted until the position is filled.

*// Unherd.in is an Equal Opportunity Employer and will make decision without discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other status protected by law. All employment is decided on the basis of qualifications, merit, and business need.//*