

## JOB DESCRIPTION

# Accounts Executive

## Organisational Overview

At Cuddles Foundation, our mission is to bring holistic nutritional support to every child fighting cancer in India. We work through partnerships with 40+ government and charitable hospitals across India that treat underprivileged children for cancer. Our Nutritionists, explicitly trained for Paediatric Cancer Nutrition, are placed in these government hospitals. They monitor the child's progress, create diet plans and nutritional charts, counsel their parents and educate them in home-based nutrition. We provide children undergoing treatment with food, hot meals, nutritional supplements, and ration baskets as per their requirements so that the kids have the strength to fight cancer.

## Job summary

The Accounts Executive at Cuddles Foundation plays a pivotal role in managing vendor relations, facilitating procurement processes, ensuring accurate financial record-keeping, and maintaining compliance with donor and organizational requirements. Reporting directly to the Head of Finance, this position is integral to the smooth operation of financial and procurement functions within the organization.

## Key Responsibilities:

### Vendor Identification and Management

- Identify and onboard reliable vendors across India to meet the organization's procurement requirements.
- Ensure vendor compliance by conducting a thorough registration process and maintaining an updated vendor database.

- Establish and nurture professional relationships with vendors to ensure long-term reliability and efficiency.

## **Procurement and Order Processing**

- Address urgent procurement needs and ensure prompt and accurate processing of purchase orders.
- Track price variations and maintain vendor pricing details on the designated dashboard to ensure cost efficiency.

## **Vendor Coordination**

- Liaise with vendors to ensure the timely delivery of goods and provide stakeholders with regular updates on procurement statuses.
- Conduct quarterly follow-ups with vendors for balance confirmations and manage outstanding payments to ensure reconciliation.

## **Invoice Management and Payment Facilitation**

- Collect and process invoices, ensuring compliance with donor-audited utilization certificate requirements.
- Ensure invoices are accurately recorded in Tally software and submitted promptly to enable smooth payment processing.

## **Monthly Reimbursements and Connectivity Management**

- Process monthly reimbursement claims efficiently and maintain detailed and accurate records of internet connections across partner hospitals.

## **Nutrition Supplement Coordination**

- Coordinate with nutritionists to track pending nutrition supplement deliveries and ensure timely distribution.

## 7. Asset Management

- Maintain and regularly update the fixed asset register, ensuring detailed and accurate documentation of all organizational assets.

### Invoice Booking and Donor Allocation

- Accurately record all invoices related to hospital expenses in Tally software, ensuring adherence to deadlines.
- Allocate expenses to respective donors in compliance with funding guidelines.

### Execution of Hospital MOUs

- Ensure all MOU documents between hospitals and Cuddles Foundation are properly franked and executed.

### Bank Reconciliation

- Perform timely and accurate bank reconciliations for assigned accounts to maintain financial accuracy.

### Donation Tracking

- Update and track donation details from the Razorpay platform to ensure transparency and accountability.

### Weekly Vendor Payments

- Prepare and manage the weekly vendor payment file for approvals and ensure timely processing.

## Ideal Candidate Requirements–

### Experience and Qualifications:

- Minimum of **1 year of experience** in procurement, accounts, or a related field.
- Bachelor's degree in **Commerce** or a related discipline.

### Technical Skills:

- Proficiency in Excel and Word for accurate data tracking and reporting.
- Expertise in Tally software for recording accounting entries and managing financial data.
- Familiarity with online payment platforms such as Razorpay is an added advantage.

### Behavioural Attributes:

- Detail-Oriented: Strong ability to maintain accuracy and precision in financial and procurement records.
- Organized: Capable of managing multiple tasks and meeting strict deadlines.
- Team Player: Collaborates effectively with colleagues and external stakeholders while maintaining professionalism.
- Clear Communicator: Demonstrates polite, concise, and clear communication in all interactions.
- Proactive: Takes initiative in addressing issues, improving processes, and ensuring timely delivery of responsibilities.

The Accounts Executive role offers an excellent opportunity to contribute to Cuddles Foundation's mission by ensuring efficient financial operations and robust vendor management. If you are detail-oriented, organized, and passionate about making an impact, we encourage you to apply!

### Location: Mumbai

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