

## **Bio Basics is looking for a Accounts / Administration Manager**

### **About Bio Basics**

Bio Basics, launched in April 2015, is a social enterprise with a mission to work for the well-being of the environment, farmers and consumers. We work to create a market for safe, organic, whole foods by educating consumers, while making it easy for them to order and access safe food. Bio Basics is located at Coimbatore, Tamil Nadu. For more information visit [www.biobasics.org](http://www.biobasics.org)

### **Job Brief**

A full-time position, based in Vadavalli, Coimbatore, Tamil Nadu.

As Manager (Accounts/Admin), you will lead all back-office functions, such as accounts, cash/bank transactions management, compliance, human resources, IT, and other administrative functions.

### **Some of your Roles & Responsibilities**

- Maintaining accounts of expenses, collecting and filing vouchers
- Managing cash and transactions with the bank
- Posting accounting entries in software system
- Preparing reports for Directors on weekly or monthly basis
- Taking care of compliance (GST) requirements in a timely manner
- Supporting the statutory auditor with closing of accounts and other ROC filings
- Managing the facilities of the Company
- Supporting human resource activities (recruitment, payroll, etc.)
- Supporting activities relating to software/IT
- Exercising control over all activities of the Operations team

### **Desired Skills & Qualifications**

- Graduate
- Fluent in English/Tamil and preferably, Hindi.
- Comfortable with use of computers
- Knowledge/experience of accounting and finance is a must.

### **Compensation**

Commensurate with skill & experience

### **To Apply:**

Email Resume to: [anantha.talent@gmail.com](mailto:anantha.talent@gmail.com)