



About the Organization:

Sol's Arc is a registered non-profit organisation established in 2003 under the Charitable Trust Act of Mumbai. Sol's Arc works in the space of inclusive education and livelihood solutions to ensure every last child in the classroom learns, and every adult earns. Our pedagogy and tech-based tools enable systemic change to achieve better learning outcomes, which are scalable and deployed through partnerships with governments, NGOs, and multilateral and bilateral agencies.

We have impacted over 4 lakh children through our programs. Our interventions are currently running in 13 states through various critical partnerships with some of India's leading NGOs, like Educate Girls, Teach for India, and Akanksha, to name a few. We are also working directly with two state Governments, Madhya Pradesh and Tamil Nadu, to scale our work and will work towards strengthening and replicating this system model across various states.

Vision: Every Child Learns, Every Adult Earns

Mission: To create a scalable replicable model to reach every last child and adult.

Values:

- 1) Innovate to include
- 2) Bringing joy to all we do
- 3) Commit to excellence

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| Job title: Account Executive | |
| Location: Mumbai | |
| Team: Finance & Accounts | |
| Reports to: Sr. Accounts Executive | |
| Role purpose: To assist and update all processes of accounting at Sol's ARC | |
| Key Responsibilities | Deliverable Outcomes |
| Role & Responsibility | <ul style="list-style-type: none">● Post and process journal entries to ensure all transactions are recorded● Update accounts receivable and issue invoices● Update accounts payable and perform reconciliations |

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| | <ul style="list-style-type: none"> ● Assist with reviewing expenses, payroll records etc. ● Prepare and submit weekly/monthly reports. ● Assist with other accounting projects. |
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| Person specification | |
|------------------------------|---|
| Qualification: | <ul style="list-style-type: none"> ● Bachelor of Commerce ● Excellent knowledge of Tally ERP. |
| Prior Experience: | <ul style="list-style-type: none"> ● 2 to 3 yrs. |
| Essential skills: | <ul style="list-style-type: none"> ● Proven experience as an accountant ● Good knowledge of computers - Windows and Microsoft Office applications, especially Ms Excel ● Great attention to detail ● Excellent organising abilities |
| Essential attributes: | <ul style="list-style-type: none"> ● Collaborative approach ● Quick Learner ● Team player |

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| Other Specification | <ul style="list-style-type: none"> ● Must have a passion and charisma to train and travel across rural and urban places in India. |
| Working Hours | 10 am – 6 pm / Mon-Fri |

To apply [Click here.](#)



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