

# Maharashtra Education Society

\*Applicants should submit their resume on [jobs@mespune.in](mailto:jobs@mespune.in) within **10 days** from the date of advertisement published in the newspaper.

## **1. Finance Officer cum Internal Auditor :**

**Minimum Education Qualification :** Min. Graduation in Commerce Preferably Chartered Accountant or CA (Intermediate)

**Age :** Min. 35 yrs. & Max. 45 yrs.

**Experience :** Min. 12 years' experience. Desirable : Exp. in any Educational Institute

- \* Finalisation and consolidation of accounts and handling audit
- \* Should have good knowledge of MS Office (Excel & Word)
- \* Good Communication skill
- \* Should have experience in preparing financial proposals
- \* Skill to keep cordial relationship with Financial Institutions, Statutory & Internal Auditors
- \* Should have Knowledge of relevant statutes including various taxation laws.
- \* Should have good Drafting skill
- \* Should be having good Team Spirit

### **Job Profile:**

1. To overall supervise the working of Finance Dept. of the Society.
2. To look after Finance related part of the Society e.g. Fund Raising, Term Loans, Cash Credit, Investments, etc.
3. To check the financial transactions of the constituent units w.r.t budgeted provisions, correctness of the amount, TDS, if applicable; and any other laid down systems reg. the same.
4. To prepare the budget for the Society and consolidate the budgets of all the constituent units of the Society on dynamic basis. And to guide the staff of constituent units related to budgeting activity.
5. Coordination and reconciliation of units' accounts with HO
6. To do MIS activities and reporting
7. To file all the necessary documents to the Charity Commissioner reg. Accounts Dept. and comply with all the necessary formalities.
8. To comply with all the related taxation rules & regulations.
9. To prepare for the Finance Comm. of the Society and do the needful, accordingly.

10. To visit all the constituent units of the Society on periodic basis and inspect and guide the accounting staff of the respective units with regards to Internal Audit
11. To participate in designing requisite systems, policies reg. the Accounts & Finance Dept.
12. To look after the Insurance related activities of the Society
13. Vendor bills verification and implementing effective payment system

## **2 . CSR Coordinator**

### **Age, Qualifications & Experience :**

Age - 35 to 50

### **Required Qualifications:**

-Candidate possessing Graduate degree, MSW preferable

Preferred Certified CSR Professional

Experience: Should possess minimum 5 years of experience of CSR field.

### **Required Skill set :**

- (1) Technology savvy. With use of Marathi language too.
- (2) Must have capacity to handle multiple tasks
- (3) Marathi and English drafting skill
- (3) Magnificent relational abilities
- (4) Strong problem – solving and analytical abilities
- (5) Practical insight and dynamic inclination.

### **Roles and Responsibilities**

The job role of a CSR coordinator involves the following duties:

End to End working for MES which is a CSR undertaking entity.

Developing policies relating to a MES as entity for undertaking CSR Activity.

Raising public awareness of MES

Conducting research into best practice

Writing and implementing Approved Action plan for MES as Entity for undertaking CSR

Activity Ensuring that a MES's policy meet legal and commercial needs of CSR provider Company

Encouraging links between the company and educational or charitable groups  
Reporting on social responsibility activity to senior managers.

### **3. Facility Coordinator (MES Mayur Colony Campus, Kothrud)**

#### **Age, Qualifications & Experience**

Age - 35 to 50

Required Qualifications:

-Candidate possessing Graduate degree

Experience: Should possess minimum 5 years of experience of Facility Manager.

#### **Required Skill set**

- (1) Technology savvy. With use of Marathi language too.
  - (2) Must have capacity to handle multiple tasks
  - (3) Marathi and English drafting skill
  - (3) Magnificent relational abilities
  - (4) Strong problem – solving and analytical abilities
  - (5) Practical insight and dynamic inclination.
  - (6) Leadership Skills. To be a successful maintenance manager, you must be a natural leader. ...
  - (7) Organizational Skills. ...
  - (8) Problem-Solving Skills. ...
  - (9) Interpersonal & Communication Skills.
  - (10) Time management. ...
  - (11) Technical Knowledge.
- Adaptability.
- (12) Teamwork Skills.

#### **Roles and Responsibilities**

Looking after daily routine of all MES Auditorium and Sabhagruha's in all MES Units in Pune and few at other places.

Taking bookings for Auditorium / Sabhagruha's from the interested individuals, organizations.

Collecting booking charges according to MES policy and forwarding the same to HO

Keeping track of relevant income and expenditure with reference to sanctioned /approved budget including preparation of annual budget.

Handling, Providing, Coordinating with users of the facilities during actual use of the facility/ies.

Supervising auditoriums and sabhagruha's with reference to wear and tear of equipment's like AC, Sound System etc. and things of audience use like Chairs, Tables etc.

Keeping track of insurance of equipment's articles etc.

Supervising auditoriums, sabahgruha's from security angle.

Convening and Attending meetings of the committee constitutes for functioning of the Auditorium and Sabhagruha's and preparing agenda and minutes of the meetings etc. updating record and periodical reporting of various points.

Coordinating with Heads of the Schools/ Colleges and Head Office.

Any other work allotted by the management with reference to the job profile.

Reporting to MES Authorities, Chairman of the relevant Committee, Chief Executive Officer.

#### **4. Jr. Accountant – 2 Posts**

(For MES HO & MES Rani Laxmibai Mulinchi Sainiki Shala, Kasar Amboli, Tal. : Mulshi, Dist. : Pune)

#### **Age, Qualifications & Experience**

Age - 25 to 30

Min. Qualification :

-Candidate having Commerce Graduation

Experience: Should possess minimum 3-5 years of experience of Accounts Dept.

#### **Required Skill set**

- Well Conversant with Tally ERP 9 / Prime
- Well Conversant with All type of Net Banking Operations
- Good Knowledge of MS EXCEL & MS WORD

## **Roles and Responsibilities**

- 1) Maintenance of Cash Expenses Records
- 2) Able to record all Accounting Transactions in Tally
- 3) reparation of BRC
- 4) Accounts Record Maintenance
- 5) Assistance to Accountant

**\*The interviews for all the posts will be held at MES HO except for Jr. Accountant (MES Rani Laxmibai Mulinchi Sainiki Shala). For the said post, interviews will be held in the school, only.**

**For all the Posts :**

**Salary will commensurate to Qualification and Experience.**