

Job Advertisement: Chief Accountant

Position: Chief Accountant

Location: Dr Grahams Homes, Kalimpong, West Bengal

Salary: Rs 40,000 per calendar month

Employment Type: Two year contract with opportunity for extension

About Us:

We are a prestigious organisation seeking a highly skilled and detail oriented Chief Accountant to join our dynamic team. As a key member of the finance department, you will oversee all accounting operations, ensure compliance with financial regulations, and provide strategic financial insights to support business growth. This is an exciting opportunity for a motivated professional to make a significant impact in a leadership role.

Key Responsibilities:

Oversee and manage the day-to-day accounting operations, including accounts payable, receivable, payroll, and general ledger. Prepare accurate and timely financial statements, reports, and forecasts. Ensure compliance with local tax regulations, accounting standards, and internal financial operational policies. Lead the budgeting and financial planning processes. Conduct financial analysis to identify trends, risks, and opportunities. Collaborate with senior management to develop and implement financial strategies. Manage and mentor the accounting team, fostering a culture of excellence and continuous improvement. Liaise with external auditors, tax authorities, and other stakeholders as required.

Qualifications and Skills:

Bachelor's or Master's degree in Accounting, Business Management, Economics, or equivalent; professional certifications (CA, CMA,) preferred.

10–15 years of proven experience in financial management, preferably in an educational or charitable institution. Strong knowledge of accounting procedures, budgeting, cash flow management, and financial best practices. Excellent analytical skills, with experience in preparing monthly financial statements, board presentations, and performance dashboards. Proficiency in MS Excel and accounting software, with mandatory ability to operate Tally software.

What We Offer:

A competitive salary with accomodation.

Opportunities for professional development and career growth.

A supportive and collaborative working environment.

An opportunity to work in one of the most prestigious schools in West Bengal

How to Apply:

If you are passionate about accounting and have the skills and experience to excel in this role, we would love to hear from you. Please send your CV and a cover letter to Dr Bernard Lyngdoh, President of the Board of Management, Dr Grahams Homes, P.O. Topkhana, Kalimpong 734316, bernitldgh@gmail.com by 30th September 2025