



GUIDE

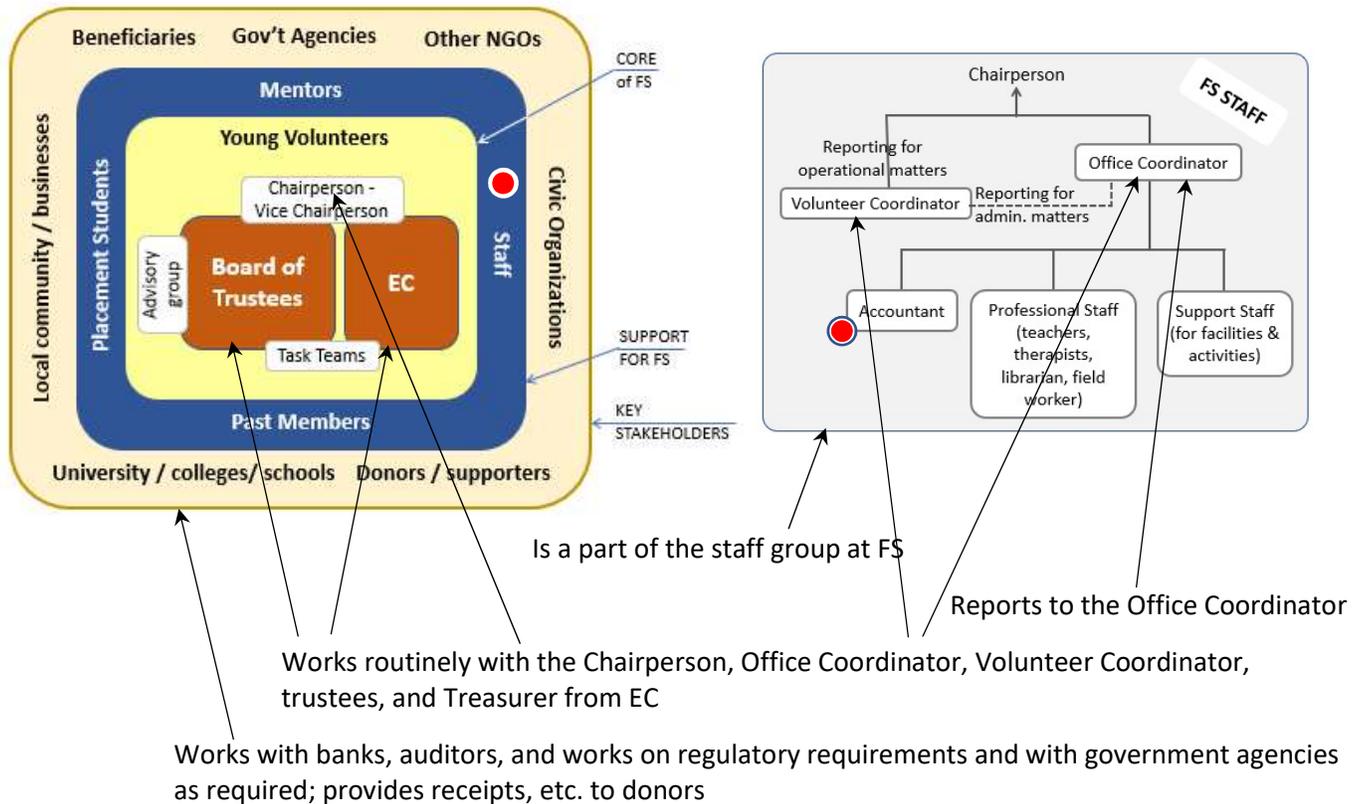
for

ACCOUNTANT

An accountant’s role is to manage all matters related to receiving and spending money, paying salaries, banking, audits, and related recordkeeping.

PRIMARY RELATIONSHIPS WITH OTHERS:

● - Accountant



Roles and Responsibilities of the Accountant:

- Perform all accounting functions such as issuing receipts, making deposits and withdrawing money from banks, writing cheques, getting signatures for them, and mailing them; ensure availability of money to pay monthly salaries, and so on.
- Provide money to staff and volunteers for designated expenses; obtain receipts from them and enter the data in computer-based spreadsheets.
- Question expenses that are not clear or seem unnecessary; inform the Office Coordinator and the Chairperson when concerns about expenses arise
- Remind everyone at FS that they must spend money wisely as it is other people’s money.

- Manage longer-term investments (CDs, etc.)
- Prepare monthly summary financial reports for updating the Board of Trustees.
- Prepare information and reports to submit to auditors; interface with them and address their questions and requests for information; obtain final audited reports from them and provide copies to the Board of Trustees and others as needed.
- Any other accounting or finance related functions.
- Assist with office management and administration functions as requested.

Work assignments:

- Primarily, the Office Coordinator will assign specific tasks to the accountant, as necessary, in addition to the overall role described above
- Any trustee may assign to the Accountant some tasks related to their own projects. Such task assignments are likely to be infrequent. In case of conflicting task assignments, the accountant will check with the Office Coordinator to determine which tasks will get priority.

Expectations:

1. Work Hours: part time; 20 hours / week (6 days / week)
2. Keep commitments (such as for attending meetings and doing what one says he or she will do; be on time; and so on)
3. Treat everyone with respect (volunteers, students, beneficiaries, parents, staff, etc.).
4. Actively identify someone, particularly young volunteer or visitor, who appears to be confused or not sure what to do, and talk to him or her
5. Keep eyes and ears open for situations where any volunteer, beneficiary, or staff is treated badly or harassed in any manner at the FS campus or during any FS sponsored activity. They need to address the situation directly, or through the Chairperson. Read FS' "Sexual Harassment" policy and two related posters and become fully familiar with their content.
6. While at the FS campus or during any FS activity, maintain professional and appropriate decorum, dress appropriately, and behave in such a manner that others don't find the behavior offensive.
7. Promote positive image of FS while interacting with others you come across in your personal and professional lives; be a strong messenger and advocate of FS.

Key Reference Information: (FS was established on August 15, 1969)

Address: Friends Society, Petit Library, Opp. Parsi Agiyari; Fatehganj, Abbas Tyabji Rd, Vadodara 390002, India

(Note: it is on Fatehganj Main Rd and near Rangoli restaurant)

Phone: +91-265-275-0629 Email: office@fsvadodara.org Website: www.fsvadodara.org

Registration: Donations are exempted from income tax under Section 80G(5) of the Income Tax Act 1961
Bombay Public Trust Act 1950 - Reg. No. Vadodara F-109; Society Registration Act 1860 - Reg. No. Guj/351/Vadodara

FS Logo:



 This symbol indicates "Youth, Society Integration"
FS motto is "Self-development Through Service"

Key documents: (1) "Governance at Friends Society (Management and Administration)" and (2) "Sexual Harassment Prevention, Prohibition and Redress - Policy & Program." They are available on the FS website.

Frequently used abbreviations: **BOT** (Board of Trustees); **EC** (Executive Committee); **ICC** (Internal Complaints Committee – part of sexual harassment policy); **OC** (Office Coordinator); **VSC** (Volunteer Coordinator or Volunteer Services Coordinator); **CH** (Chairperson); **VC** (Vice Chairperson); **FS** (Friends Society)

OUR MISSION

What we are all about, our reason for existence

Help young volunteers realize self-development through participation in activities for providing service to the people in need.

PRINCIPLES

Guidelines for how we do things, core values we do not deviate from

1. Believe in each person's potential to achieve better things
2. Members realize self-development through service provided
3. As custodians of other people's money, we spend it judiciously
4. Treat each other with respect
5. Safety and well-being of the people we serve through our activities are important
6. Safety and well-being of volunteers participating in our activities are important
7. Avoid duplication of activities carried out by other organizations

PRACTICES AND CONVENTIONS

Practices and beliefs followed informally over the years at FS

- ✓ Beneficiaries are our friends
- ✓ We value small contributions from large number of people compared to one big donation
- ✓ We may have political belief system or inclination, but we keep it out of FS
- ✓ We do not seek publicity; however, we do not shun the due publicity for the activities or FS (but not for individuals - our work for FS is selfless)
- ✓ We focus on issues and not individuals. We fix mistakes and not persons
- ✓ Leader should be felt and not be visible; a leader is best when people barely know he/she exists
- ✓ We believe in "service to people" but not at the cost of studies/job responsibility/family

SEXUAL HARASSMENT POLICY

Friends Society (FS) will ensure work environment that is free from sexual harassment for all its volunteers, staff and beneficiaries. This applies to activities at the FS operations at the Petit Library or carried out anywhere else.

FS will create an Internal Complaints Committee. Its members will be appointed by the BOT. When a complaint is filed and investigated by the FS Internal Complaints Committee (ICC), the complaint is upheld by the Committee, and the ICC report is submitted, the Board of Trustee will take actions it deems necessary for the given situation, including expelling a member or staff who may have been involved.