JOBDESCRIPTION

1. POSITION VACANT: Project Accountant - 02 Positions

2. ORGANIZATION BACKGROUND:

Founded in 1997 and registered as a public charitable trust in January 2000, SRIJAN is a grassroots implementation and support agency, committed to promoting sustainable and self-reliant models of rural development through interventions in agriculture, horticulture, natural resource management and livestock.

Geographically spread over four states, SRIJAN works at grassroots and collaborates with the state/central governments to help build both hard and soft infrastructure for the rural poor. It has been and continues to be in several policy-making bodies of the central government. It has a healthy portfolio of projects with an annual value of Rs. 25-30 crores and a headcount of 400 direct and indirect staff. It is supported by a range of well-known donors, such as Axis Bank Foundation, Bill and Melinda Gates Foundation, and Azim Premji Foundation.

For more information, please visit http://srijanindia.org/

3. JOB DESCRIPTION/RESPONSIBILITIES:

Reporting to the Regional Accountant, the Project Accountant shall be involved in day today operations of accounting of locations.

The Project Accountant shall be responsible for accounting and ensuring all timely payments. He/ She will also handle all the statutory compliances arising thereon at the location level.

Key Responsibilities:

1. Partner Management:
   - Management of Contract documents and implementation accordingly
   - Monitoring visits and regular follow-ups for financial matters.
   - Capacity building of the partner's finance personal.
   - Ensuring that the partner is managing the grant as per the contract and there are no lapses.

2. Day to Day accounting transactions of projects in Tally and making payments thereafter.

3. Preparation of Bank reconciliation, Inter Project reconciliation and other accounting practices to be followed by project Accountant.

4. Coordinate with Regional Accountants/Location In charges and make timely disbursement of Indent.
5. Manage the tax deduction and submission timely to tax department as per norms.
6. Ensure the updating of Fixed Assets Register.
7. Ensure quality and timely procurement of all goods and services, as per requirement and prescribed organizational SOPs and guidelines;
8. Ability to travel 5-7 days in a month to project locations and/or to the partners to ensure compliance with location level accounting and procurement requirements, as well as fiduciary aspects at all levels of project implementation.

4. QUALIFICATION, SKILLS AND EXPERIENCE:

Qualifications:
Applicants must possess a Bachelor Degree in Accounts/ Commerce, or the equivalent. Applicants with a professional qualification in accounts shall be at an advantage.

Experience:
3-5 years of experience of working with large NGOs/ Funding Agencies/ CSR Foundations. Work experience should be aligned with the above duties and responsibilities.

Skills and Competencies:
(1) Good communication skills and capability to represent the organization in professional forums;
(2) Must be well versed with GST, Income Tax Act and Rules, etc.
(3) Experience in and understanding of the development sector;
(4) Proficiency in accounting packages like Tally;
(5) Proficiency in written/verbal communication in English/Hindi.

5. Compensation: Rs 30,000 – 40,000 per month. In addition to this, there is communication allowance and all travel expenses are covered by the organization. SRIJAN also provides Group personal accidental and group medical insurance facilities.

6. LOCATION: Madhya Pradesh (Possible: Chhindwara, Jatara and Bhopal)

7. APPLICATION PROCESS:
If you are interested, please apply here [https://mis.srijanmis.org/vacancy_work_with_us.php](https://mis.srijanmis.org/vacancy_work_with_us.php) by August 31st, 2023.