

Head Office Address:
4, Community Shopping Centre,
Anupam Apartments, Saidullajab,
MB Road, New Delhi 110068
Tel: +91 88005 15992 | E-mail: delhi@srijanindia.org
Website: www.srijanindia.org



f @SelfReliantInitiativesThroughJointAction t @srijanofficial in @srijanofficial @srijan_india

JOB DESCRIPTION

1. POSITION VACANT: Project Accountant

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 the 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 is supported by a range of well-known donors .

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

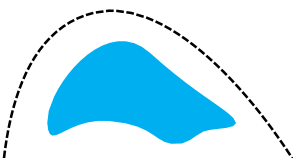
3. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the **Finance Coordinator**, the **Project Accountant** shall be responsible for day to day accounting of projects at the location.

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

Key Responsibilities:

1. Recording of Transactions into Tally software & Maintenance of Voucher File with supporting documents for all projects at location.
2. Generation of Financial reports from Tally
3. Preparation of Bank Reconciliation, Inter Branch/Project reconciliation and other accounting records to be maintained.
4. Preparation of project indents.
5. Coordinate with Finance Coordinator/Location In charges and make timely disbursement of Indents.
6. Deduction of TDS and ensure timely payment of TDS.
7. Monthly Project Utilisation Variance Report
8. Ensure the updating of Fixed Assets Register.
9. Facilitating Internal, Statutory and Donor audit
10. Maintenance of SRIJAN MIS.
11. Ensure quality and timely procurement of all goods and services, as per requirement and prescribed organizational SOPs and guidelines.
12. Salary Letters & Agreements of VRP/CRPs
13. Ability to travel 3-4 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.



Head Office Address:
4, Community Shopping Centre,
Anupam Apartments, Saidullajab,
MB Road, New Delhi 110068
Tel: +91 88005 15992 | E-mail: delhi@srijanindia.org
Website: www.srijanindia.org



[f @SelfReliantInitiativesThroughJointAction](#) [@srijanofficial](#) [in @srijanofficial](#) [@srijan_india](#)

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:

2-3 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) Proficiency in accounting package like Tally
- (2) Must be well versed with GST, Income Tax Act and Rules, etc.
- (3) Experience and understanding of the development sector.
- (4) Proficiency in Written/verbal communication in English/Hindi

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

5. LOCATION: Shivpuri and Delhi

APPLICATION PROCESS:

If you are interested, please [apply](#) by or before August 16th, 2026.

