

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



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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 has a healthy portfolio of projects with an annual value of Rs. 65-70 crores and a headcount of 400 direct and indirect staff. It is supported by a range of well-known donors, such as the Axis Bank Foundation, Bill and Melinda Gates Foundation, Azim Premji Foundation, HDFC Bank CSR, IndusInd Bank CSR, Hindustan Unilever Foundation, etc.

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

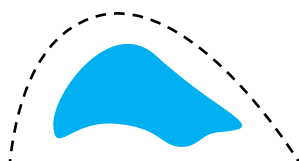
3. JOB DESCRIPTION/ RESPONSIBILITIES:

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. Day to Day accounting transactions of branch in Tally and making payments thereafter.
2. Preparation of Bank Reconciliation, Inter Branch/Project reconciliation and other accounting records to be maintained.
3. Coordinate with Finance Coordinator/Location In charges and make timely disbursement of Indents.
4. Deduction of TDS and ensure timely payment of TDS.
5. Ensure the updating of Fixed Assets Register.
6. Ensure quality and timely procurement of all goods and services, as per requirement and prescribed organizational SOPs and guidelines.
7. Partner Management :
 - Management of Contract documents and implementation accordingly.
 - Monitoring visits and regular follow-ups for financial matters.



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- 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.
8. 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.

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: As per market standards. 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.

6. LOCATION: Chhindwara, Jhansi and Delhi

7. APPLICATION PROCESS:

If you are interested, please [apply here](#) by or May 15th, 2026.

