JOB DESCRIPTION - ACCOUNTS OFFICER – (NGO)

Role	Accounts Officer	Team	Finance and Administration Team
Reports to	CEO	Responsible for	Financial management, budgeting, accounting, statutory compliance, audits, and financial reporting.
Status			

Organization: Sevavardhini, Pune
Department: Accounts & Finance
Reporting To: CEO / Accounts Head
Location: Pune, Maharashtra

Working Address: Chandan, 26 Prashant Nagar,
Navi Peth, L.B Shastri Road, Pune - 411 030
Mobile: 8767529417, Tel. No.: (020)24432606, 24499606
E mail : contact@sevavardhini.org, **Website**: www.Sevavardhini.org

About Sevavardhini
Sevavardhini is a non-governmental organization established in 1998, working to strengthen voluntary organizations and promote sustainable rural development through capacity building, project support, resource mobilization, and institutional development. For more information, visit www.sevavardhini.org.

JOB SUMMARY

We are looking for a detail-oriented Accounts Officer to manage day-to-day accounting operations, maintain financial records, monitor project-wise expenditure, and ensure timely financial reporting and statutory compliance.

JOB RESPONSIBILITIES

- Maintain daily accounting records and financial transactions.
- Handle bills, vouchers, receipts, payments, and bank reconciliation.
- Prepare invoices, financial statements, and periodic reports.
- Maintain donation, grant, and project-wise expense records.
- Monitor project budgets and expenditure against approved allocations.
- Assist in preparing budgets, audits, and financial statements.
- Ensure timely compliance with applicable statutory requirements, including TDS and GST.
- Coordinate with auditors, banks, and internal departments.
- Maintain accurate financial documentation and records.

QUALIFICATIONS

- Graduate in Commerce (B.Com) or equivalent qualification; additional accounting qualifications will be an advantage.
- Relevant experience in accounting and finance, preferably in the NGO or non-profit sector.
- Experience in grant accounting, fund utilization reports, and project-wise accounting will be an advantage.



Key Skills

- Knowledge of accounting principles and financial procedures.
- Proficiency in Tally or other accounting software and MS Excel.
- Knowledge of statutory compliance, including TDS and GST.
- Accuracy, attention to detail, and organizational skills.
- Good communication and coordination skills.

Other Details

•Employment Type: Full-time

•Location: Pune, with regular field visits

•Salary: Commensurate with experience and organizational standards.

Application Process

Interested candidates may send their resume and cover letter to admin@sevavardhini.org or contact 8767529417.