

Position: Accountant
Vacancy: 01
Location: Lanjigarh, Kalahandi District, Odisha
Last date: 1st March, 2024

Action for Food Production (AFPRO) is a socio-technical organization working for the upliftment of the rural poor through effective natural resource management. It works in the areas of Agriculture, Food Security, Livelihoods, Water, Sanitation, Watershed Management, Natural Resource Management and Climate Change. AFPRO is registered under the Societies Registration Act 1860 (Punjab Amendment) Act 1957 as extended to Delhi.

Mission Statement: AFPRO dedicates itself for alleviating rural poverty, through partnerships, networking and collaborations with like-minded Institutions, with a focus on enabling the marginalized and weaker sections of the Society.

Domain Areas: Agriculture, Food Security, Livelihood, Water Sanitation, Watershed Management, Natural Resource Management, Climate Change and Renewable Energy.

Position: AFPRO having its Head Office at New Delhi requires Accountant for its State/Project office based in Lanjigarh, Kalahandi District, Odisha

Educational Qualification: Graduate / Post Graduate in Commerce.

Experience: Having 2 - 4 years' experience in Finance, particularly in the development sector.

CTO - Rs.20,000 to Rs.25,000/- pm

Job Description

The candidate will be required to undertake all activities related to finance. This will include developing, monitoring and documenting the Project budget, contracts and cash flows. Facilitating project activities to ensure smooth operations of project offices would also constitute a part of the roles and responsibilities.

Responsibilities

Implement financial practices in the organization as per the finance related policies and regulations of the organization.

- Coordination and reporting on all financial matters to AFPRO Head Office
- Preparation of project accounts, compilation and submission of reports.
- Implement financial practices in the organization as per the finance related policies and regulations of the organization.
- Timely Bank and cash reconciliations
- Prepare journal entries and maintain general ledger accounts
- Responsible for inventory and asset management

- Preparation of Donor receipts and maintain the data
- Maintenance of Accounting files, Voucher filing and verifications
- Scanning accounting Bills and vouchers monthly
- Maintaining stock register
- Preparation and filing of vouchers & bills
- Maintaining Petty Cash for office and preparation of Vouchers
- Preparation of Weekly Cash Report
- Purchase of Stationery and other office needs
- Assist in the analysis of financial data and preparation of variance reports.
- Support internal and external audits by providing requested documentation and information.
- Assist in TDS and and other compliances for the organization
- Assist with month-end and year-end closing procedures

Skills Required:

- Good knowledge of computer – Windows, Microsoft Office applications (excels word, etc.) Google drive, sheets, Gmail, etc.
- Knowledge of accounting software
- Know the law and accounting system of India and Adhere to the legal complainces
- Must be a team player and keep their eyes focused on the wider goals of the organization
- A high level of details and accuracy and the ability to keep detailed file notes

Please send your application with profile/resume, current salary, expected salary to the Executive Director, Action for Food Production 25/1A Institutional Area, D Block Janakpuri, Pankha Road, New Delhi – 110058 Ph: 28525412 / 28525452 email: jobs@afpro.org with a copy marked to afproindia@afpro.org website: www.afpro.org

Apply by: 1st March, 2024