

**Position** – Accountant

**Location** - Bengaluru, Karnataka

**Last date** – 28 February 2026

**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 in New Delhi requires an Accountant for its State office at Bengaluru, Karnataka.

**Qualification:** B. Com/M. Com with minimum 1-3 years of work experience in Development sector/NPOs/NGOs.

**Compensation:** Depending on educational qualification, experience and performance in the interview.

**Responsibilities:**

- Preparation of Receipts and Payments Vouchers (Cash & Bank), Journal Vouchers and data punching in the accounting software Tally.
- Preparation of cheque/ NEFT & RTGS request forms.
- Ensuring timely payments to contractors, service providers and Regional Offices of AFPRO, etc.
- Maintaining Project filing systems and database
- Preparing reports as per project need and compliances
- Coordination between AFPRO State Office and its different project offices and also with AFPRO Head Office
- Preparation of project accounts, compilation and submission of reports to Donors.
- Preparation of aggregate cash flows on a fortnightly basis. Proper and systematic documentation of all financial matters.

- Preparation of budgets, MIS, compare the budget vs. expenditure report of Regional Offices.
- Reconciliation of bank accounts/branch accounts.
- Ensure that proper and immediate receipts are issued to all persons who deposit cheque, cash or wire transfer.
- Ensure that all taxes are deducted and deposited in time (Contractor/Professional/Rent/ GST).
- Debit/Credit note to Head office.
- Maintaining leave records, asset register, overtime register, cheque register, Day book.
- Preparation of budgets, MIS, compare the budget vs. expenditure report of unit and preparation of final accounts viz. Trial balance, Receipt and Payment account, Income and Expenditure Account, Balance sheet.
- Ensure that all files, records and documents are systematically and safely kept.
- Travel and boarding arrangements for touring staff, hospitality, meeting etc.
- Ensure all electronic communications and devices are working well.
- To manage and perform all office administrative works.

### **Skills Required**

- The applicant must be mature, capacity for good public relations, team building, resilient and motivated. Ability to meet deadlines
- Knowledge of all statutory compliances including FCRA, Income Tax, GST, TDS, Provident Fund, ESI and Professional Tax.
- Good communication and presentation skills both in English and Hindi; Excellent computer skills
- Have strong influencing and leadership skills to work independently
- Liaison with other NGOs, Government and CSR companies to build and strengthen relationships
- The applicant should be able to take leadership role while dealing with various partners.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure as a part of a team.
- Excellent interpersonal skills; Have a high degree of integrity, tactics and diplomacy

Please send your application with profile/resume to the Executive Director, Action for Food Production, 25/1A, Institutional Area, D Block, Pankha Road, Janakpuri, New Delhi – 110058

Ph: 28525412 / 28525452

E-mail: [jobs@afpro.org](mailto:jobs@afpro.org) with a copy marked to [aro.hyd@afpro.org](mailto:aro.hyd@afpro.org),

Website: [www.afpro.org](http://www.afpro.org)

Kindly mention **Accountant – Bengaluru** in the subject line.

**Please apply by 28 February 2026.**