Job title: Project Accountant (01)

Organisation: Centre for the Development of Human Initiatives (CDHI)

Location:Jalpaigudi, WB

Closing date: 22nd August 2024

Email for receiving application: cdhijob@gmail.com

**About CHDI:**

The Centre for the Development of Human Initiatives (CDHI) emerged in the year 1999 from a cadre of seasoned professionals with diverse backgrounds. It’s a non- profit organisation registered under the Societies West Bengal Act XXVI of 1961, IT-12A & 80G and FCRA. It is aimed to boost agriculture based livelihood, women empowerment, education, health issues in WB and some parts of Assam. CDHI is driven by the passion of working with the marginalized communities with the motto of catalyzing enabling conditions where communities can take up relevant initiatives to improve their own situations, by building capacities and self–efficacy. It believes that people are endowed with unique potentials and capabilities which are, more than often, shadowed by disabling conditions and structural asymmetries.

**Overview of Programme:**

With the aim of further reaching to more and more people and empowering the marginalized community, CDHI is going to work in 5 districts of WB respectively Jalpaiguri, Alipurduar, Darjeeling, South 24 Pargansa and North 24 Parganaswith marginalized and vulnerable community. The objective of this programme is to advocate for human development of community on issues of social and economic and access entitlements and provisions of schemes related to livelihood, food and humanitarian aid and also increase leadership qualities and institutional capacities of CBOs/POs. The programme is focused with issues of concern like livelihood and food security, climate change induced disaster & impact on agriculture and gender discrimination.

CDHI invites application for the following position;

**Position: Project Accountant.**

**Role and Responsibilities:**

* Maintain accounts in financial software Tally and coordination with programme staff and compliance related to accounts and budget.
* Maintain the financial records and reports pertaining to the project/programme and keeping track on record of expenses and updating the financial documentation on regular basis.
* Work closely with Manager Programme/ Programme Head or head on ground operations for strengthening the management system and ensuring flawless documentation at all times.
* Prepare Budget or support to Manager Programme on Budget preparation, ROF as per the donor’s requirements.
* Facilitating audits and prepare financial statement including balance sheet, income & expenditure, receipts & payments accounts etc in timely manner in close coordination with Manager Programmes/Programme Head.
* Develop and streamline processes for internal control, identify the gaps areas for financial utilization, ensure implementation of financial policies and manuals at all level in the organisation.
* Orient the field level staff for proper documentation and maintenance of records necessary for financial management on a periodic basis.
* Handling receipts and payments, budgets, bank processes, deduction of TDS, ensure depositing necessary of compliances in a timely manner. Verification of bill/invoices, BRS and other account balances, variance analysis, comparative statement & procurement and maintain assets registers as required.
* Support the implementation of an effective and efficient financial control management system across the organisation.
* Making necessary journal entries as per standard procedures, creating cost centers for demarcating expenses as per funding agencies/projects.
* Support to Coordinator and regular coordination with Asst. Accountant for effective grant managements.
* Conduct field visit for ensuring data quality and handholding of outreach team on MIS Format
* Prepare project financial report and compliances.
* Maintain proper files in relation to accounts and other office management like HR, assets etc.
* Any other duties as assigned by Programme Manager /Program head.

**Qualification:** Master’s degree in Commerce from reputed institute. Compliance with all applicable laws including ESI, PF, Gratuity, Income Tax, FCRA etc. for strengthening the financial management system.

**Experience:**

* Experience of minimum 4-5 years of working independently on similar kind of work in an NGO/social development sector is essential.
* Knowledge of government compliances, rules and acts related to NGOs.
* Proficiency in Tally software, MS office (word, excel, power point).
* Good in communication in Bengali and English.
* Readiness to travel.
* Take responsibilities, accountability in timely and quality execution of work assigned.

**Salary/remuneration:** CTC will be approx. 38000/- per month however it will be commensurate with the qualifications, skills and work experience. Field travel cost will be reimbursed as per the organizational guide line/policies and this will be exclusive of the salary.