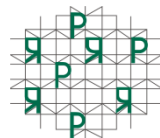


Job Announcement Form

Professional Assistance for Development Action (PRADAN)

Title of position offered	Finance, Account and Administration (FAA)
Number of Vacancies	One
Roles and Responsibilities:	• Prepare files and maintain books of accounts, personnel records, and administrative documents. ○ Implement PRADAN's financial, accounting, and personnel policies—verify and certify vouchers and supporting documents, and process all payments originating from the work unit. ○ Make financial and other entries in PRADAN's online portal—Budget, Personnel System, etc.—for the work unit, and share feedback on the functionality of online applications with the system administrator. ○ Prepare the Bank Reconciliation Statement (BRS), salary sheet, and related financial documents for the work unit. • Report on Provident Fund, Tax Deduction at Source (TDS), Professional Tax, medical fund balance, leave balance, etc., to the supervisor, CENFIN, and Head Office (HO). • Report budget utilization, expenditure details, and budget variance for donor/stakeholder reporting and internal requirements to the Supervisor/CENFIN/HO. • Prepare half-yearly and annual audit files for the work unit and participate in internal, statutory, and donor audits. • Follow up with stakeholders such as banks, vendors, and others. • Monitor financial and accounting processes and support the supervisor in ensuring adherence to organizational procedures.
Eligibility criteria	Qualifications and Experience: • Bachelor's degree in Commerce (B.Com) from a recognized university or college. • Proficiency in Microsoft Office, particularly Excel, is required. • Experience with Tally or similar accounting software will be an added advantage. • Post-qualification experience in accounts, bookkeeping, or finance roles is preferred. • Fresh graduates with a relevant academic background and a strong interest in accounting may also apply.
Skills and Competencies	Required Skills and Competencies:



	• Basic understanding of accounting principles and financial documentation. • Familiarity with accounting software, such as Tally or other ERP/accounting systems. • Strong attention to detail and accuracy in data entry and financial record-keeping. • Good organizational and time-management skills. • Ability to maintain confidentiality and handle sensitive financial information responsibly. • Strong verbal and written communication skills. • Willingness to learn and adapt to project-specific financial processes and systems. • Ability to work independently and as part of a team. • Comfortable working with field teams and coordinating finance-related queries. • Basic knowledge of spoken and written Kannada is preferred for field coordination.
Place of posting/Location	Devadurga Taluka in Raichur district, Karnataka
Proposed Salary range	As per PRADAN's salary standards
Nature of job	One-year contractual position, extendable based on performance and project continuity
Last date of Application	12 th December, 2025
Queries	Write to livestock@pradan.net for any queries
Apply to	Apply through Google form link
Preference	Candidates fluent in the local language of Karnataka and willing to work at the Taluka level are encouraged to apply. Working knowledge of Hindi will be an added advantage.
Google Form link	https://forms.gle/YC58STdo7zQ89Fcd6