

Job Announcement Form
Professional Assistance for Development Action (PRADAN)

Title of position offered	Associate FAA (Finance, Accounts and Administration)
Number of Vacancies	2
Responsibilities:	<ul style="list-style-type: none"> • Prepare and Maintain books of accounts, Personnel and Administrative files. <ul style="list-style-type: none"> ○ Implement PRADAN’s Financial, accounting and personnel policies -Verify and Certify vouchers, supporting, etc., processing of 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. Share feedback on functionality of the online applications to the system admin. ○ Prepare Bank Reconciliation Statement (BRS), Salary sheet, etc., for the work unit • Report on Provident Fund, Tax Deduction at Source, Professional Tax, Medical fund balance, leave balance, etc., to Supervisor, CENFIN and Head Office (HO) • Report budget utilization, expenditure reports, budget variance, etc. for donor/ stakeholder reporting and internal changes to Supervisor /CENFIN/HO • Prepare half yearly and annual audit files of the work unit and participate in internal, statutory and donor audits. • Follow up with stakeholders such as Banks, Vendors and so on. • Monitors financial and accounting processes and help Supervisor in ensuring adherence to organizational procedures
Eligibility criteria & Skills and Competencies	<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Commerce (B. Com) from a recognized university or college. • Proficiency in Microsoft Office, particularly Excel, is required. • Experience in using Tally or similar accounting software will be an advantage. • Post-qualification experience in accounts, bookkeeping, or finance roles is preferred. • Fresh graduates with relevant academic background and strong interest in accounting may also apply. <p>Skills and Competencies:</p>

	<ul style="list-style-type: none"> • Basic understanding of accounting principles and financial documentation. • Familiarity with accounting software such as Tally or other ERP/accounting systems. • 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 as well as part of a team. • Comfortable working with field teams and coordinating finance-related queries.
Place of posting/Location	Aheri & Salekasa Block of Gadchiroli & Gondia district respectively, Maharashtra
Proposed Salary range	As per the PRADAN Pay structure
Nature of job	One-year fixed term contract and extendable based on performance and project continuity.
Last date of Application	15 th April 26
Queries	Write to gadchiroli@pradan.net for any queries
Preference	<ul style="list-style-type: none"> • Candidates who are fluent in the local language (Marathi), particularly in the Gadchiroli and Gondia regions, and are willing to work at the block level are strongly encouraged to apply. Proficiency in Hindi will be an added advantage. • The role requires frequent travel to villages. Preference will be given to candidates who can drive a two-wheeler.
Link to apply for the position	https://forms.gle/XNTMYKkHNM8gbqGO9