

*Job Announcement Form*  
*Professional Assistance for Development Action (PRADAN)*

Title of position offered	Associate FAA (Finance, Accounts and Administration)
Number of Vacancies	1
Responsibilities:	<ul style="list-style-type: none"> <li>• Prepare and Maintain books of accounts, Personnel and Administrative files. <ul style="list-style-type: none"> <li>○ Implement PRADAN's Financial, accounting and personnel policies - Verify and Certify vouchers, supporting, etc., processing of all payments originating from the work unit.</li> <li>○ 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.</li> <li>○ Prepare Bank Reconciliation Statement (BRS), Salary sheet, etc., for the work unit</li> </ul> </li> <li>• Report on Provident Fund, Tax Deduction at Source, Professional Tax, Medical fund balance, leave balance, etc., to Supervisor, CENFIN and Head Office (HO)</li> <li>• Report budget utilization, expenditure reports, budget variance, etc. for donor/ stakeholder reporting and internal changes to Supervisor /CENFIN/HO</li> <li>• Prepare half yearly and annual audit files of the work unit and participate in internal, statutory and donor audits.</li> <li>• Follow up with stakeholders such as Banks, Vendors and so on.</li> <li>• Monitors financial and accounting processes and help Supervisor in ensuring adherence to organizational procedures.</li> </ul>
Eligibility criteria & Skills and Competencies	<p><b>Qualifications and Experience:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Commerce (B. Com) from a recognized university or college.</li> <li>• Proficiency in Microsoft Office, particularly Excel, is required.</li> <li>• Experience in using Tally or similar accounting software will be an advantage.</li> <li>• Post-qualification experience in accounts, bookkeeping, or finance roles is preferred.</li> <li>• Fresh graduates with relevant academic background and strong interest in accounting may also apply.</li> </ul> <p><b>Skills and Competencies:</b></p> <ul style="list-style-type: none"> <li>• Basic understanding of accounting principles and financial documentation.</li> <li>• Familiarity with accounting software such as Tally or other ERP/accounting systems.</li> <li>• Attention to detail and accuracy in data entry and financial recordkeeping.</li> <li>• Good organizational and time management skills.</li> <li>• Ability to maintain confidentiality and handle sensitive financial information responsibly.</li> <li>• Strong verbal and written communication skills.</li> <li>• Willingness to learn and adapt to project-specific financial processes and systems.</li> <li>• Ability to work independently as well as part of a team.</li> <li>• Comfortable working with field teams and coordinating finance related queries.</li> </ul>
Place of posting/Location	Gogunda Block of Udaipur district, Rajasthan
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	20 <sup>th</sup> May, 2026
Queries	Write to <a href="mailto:aruppal@pradan.net">aruppal@pradan.net</a> , <a href="mailto:rabindranath@pradan.net">rabindranath@pradan.net</a> for any queries.
Preference	<ul style="list-style-type: none"><li>• The role requires frequent travel to villages and field locations. Preference will be given to candidates who can ride a two-wheeler and possess a valid driving licence.</li><li>• Candidates willing to stay and work in Gogunda Block will be preferred</li></ul>
Link to apply for the position	<a href="https://forms.gle/zZT3odUBCWoVtzxJA">https://forms.gle/zZT3odUBCWoVtzxJA</a>