

Job Announcement Form
Professional Assistance for Development Action (PRADAN)

Title of position offered	Associate FAA (Finance, Accounts and Administration)
Number of Vacancies	1
Responsibilities:	• Prepare and Maintain books of accounts, Personnel and Administrative files. ○ 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	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 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. Skills and Competencies: • 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 recordkeeping. • 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	Gumla, Jharkhand
Proposed Salary range	As per the PRADAN Pay structure
Nature of job	One-year fixed term contract and extendable based on performance

Last date of Application	20 th August, 2026
For Queries	Write to ranchi@pradan.net for any queries.
Preference	• Candidates who are fluent in the local language 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/wzLKaQih8DzCTxZYA