Job Description: NGO Accountant

Organisation: Nirmal Initiative
Position: Accountant
Location: Vrindavan/Mathura, Uttar Pradesh
Sector: NGO | Social Impact | Development
Employment Type: Full-time
Experience Required: 1 years in accounting or finance, preferably with an NGO or development organisation
Salary: ₹22,000 – 25,000 per month, depending on qualifications and experience
Reporting To: Programme Director
Application Deadline: 20th October 2026

About the Role

The Accountant will be responsible for maintaining accurate financial records, managing day-to-day accounting operations, monitoring project budgets and expenditures, and supporting financial reporting, audits, and statutory compliance.

The role requires a detail-oriented and organised professional who can ensure transparency, accountability, and efficient financial management across organisational and project-level activities. The Accountant will work closely with programme teams and management to ensure that financial transactions are properly documented, budgets are monitored, and donor and organisational financial requirements are met.

Key Responsibilities

1. Accounting and Bookkeeping

- Maintain accurate and up-to-date books of accounts in accordance with applicable accounting standards and organisational policies.
- Record daily financial transactions, including receipts, payments, journal entries, and fund transfers.
- Prepare and maintain payment vouchers, receipt vouchers, journal vouchers, invoices, bills, and supporting documents.
- Maintain records of cash transactions, bank transactions, advances, reimbursements, and outstanding payments.
- Ensure the proper classification and allocation of expenses under relevant projects and budget heads.

2. Budget Monitoring and Project Accounting

- Maintain project-wise financial records and expenditure statements.
- Track actual expenditure against approved budgets and identify variances.
- Monitor fund utilisation and prepare periodic budget utilisation reports.
- Coordinate with programme teams to obtain expense documentation and verify expenditure against approved budgets.
- Assist in preparing project budgets, revised budgets, and financial forecasts.

- Track grant receipts, project advances, and unspent balances.

3. Financial Reporting and Documentation

- Prepare monthly, quarterly, and annual financial reports for management.
- Prepare project-wise expenditure statements and utilisation reports for donors and funding agencies.
- Maintain organised physical and digital records of financial transactions.
- Support the preparation of financial statements, schedules, and other reports required by management, auditors, and donors.
- Ensure that financial records are complete, accurate, and readily available for verification.

4. Banking and Cash Management

- Perform regular bank reconciliations and resolve discrepancies.
- Maintain cash books and monitor cash balances.
- Track incoming funds, outgoing payments, and payment schedules.
- Process vendor payments, staff reimbursements, and other approved expenses in a timely manner.
- Maintain records of staff advances and ensure timely settlement with supporting bills and vouchers.

5. Audit and Statutory Compliance

- Assist in internal and external audits by providing financial records, supporting documents, and explanations as required.
- Coordinate with auditors, consultants, and relevant authorities for financial verification and compliance-related work.
- Support the preparation and maintenance of records required for statutory filings and tax compliance.
- Assist with TDS, and other applicable compliance requirements, as relevant to the organisation.
- Maintain grant-related financial documentation and ensure compliance with donor-specific financial conditions.

6. Internal Controls and Financial Accountability

- Ensure that all financial transactions follow approved organisational procedures and authorisation processes.
- Verify bills, invoices, payment requests, and supporting documents before processing.
- Maintain confidentiality of financial information, employee records, donor information, and organisational accounts.
- Identify discrepancies, documentation gaps, or potential financial risks and report them to the appropriate authority.
- Support the improvement of accounting systems, financial controls, and documentation practices.

7. Coordination and Administrative Support

- Coordinate with programme managers and field teams to collect and verify financial documents.
- Support finance-related requirements for workshops, training programmes, field activities, and community initiatives.
- Assist management with financial information required for planning and decision-making.
- Maintain an updated record of vendor details, contracts, bills, and other relevant financial documents.

Required Qualifications and Experience

- Bachelor's degree in Commerce (B.Com) or a related discipline. An M.Com or relevant professional qualification will be an advantage.
- 1 year of relevant experience in accounting, bookkeeping, or finance.
- Prior experience working with an NGO, nonprofit, charitable organisation, or development project is preferred.
- Practical knowledge of bookkeeping, bank reconciliation, financial reporting, and budget monitoring.
- Expertise with Tally & MS Excel.
- Understanding of statutory accounting, taxation, audit documentation, and donor financial reporting requirements.

Essential Skills and Competencies

- Strong numerical ability and attention to detail.
- High levels of integrity, accountability, and professional ethics.
- Good organisational skills and the ability to maintain systematic financial records.
- Ability to manage multiple projects, transactions, and reporting deadlines.
- Effective communication and coordination skills.
- Proficiency in Hindi; working knowledge of English for financial documentation and reporting.
- Ability to work independently and collaboratively with programme and administrative teams.
- Ability to handle confidential financial information responsibly.

Preferred Attributes

- Experience managing accounts for grant-funded projects.
- Familiarity with NGO budgeting, fund utilisation certificates, and donor-specific reporting formats.
- Knowledge of accounting and compliance requirements applicable to nonprofit organisations in India.
- Experience supporting statutory and donor audits.
- Ability to identify discrepancies and recommend practical improvements to financial processes.

Key Performance Expectations

The Accountant will be expected to:

- Maintain accurate, complete, and up-to-date books of accounts.
- Ensure timely bank reconciliations and settlement of advances.
- Prepare project-wise expenditure reports within agreed timelines.
- Maintain complete financial documentation for audits and donor reporting.
- Support timely completion of applicable statutory and tax-related compliance.
- Ensure adherence to internal financial controls and organisational procedures.

Compensation and Benefits

- Monthly salary: ₹22,000 – 25,000 based on experience and qualifications.
- Full-time position with opportunities to contribute to the financial accountability of social development programmes.
- Professional development through exposure to nonprofit financial management, project accounting, and grant compliance.

How to Apply

Interested candidates should submit their updated CV along with a brief cover letter highlighting their accounting experience and familiarity with NGO financial management.

Email: info@nirmalinitiative.org
Application Deadline: 20th October 2026
Subject Line: Application for NGO Accountant