

**JOB DESCRIPTION**  
**Accounts Executive**  
**Bharat Rural Livelihoods Foundation**

**Position:** Accounts Executive

**Location:** Bhadrachalam, Telangana to BRLF geographies of operation.

**Number of Positions:** One.

**Reports To:** Team Leader

**Nature of Employment:** This is a project-specific position offered as a full-time contract with benefits. Renewal is possible, depending on project extension and availability of funds.

**1. ORGANISATION BACKGROUND:**

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), Government of India (GOI) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, to transform livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are fostering strategic partnerships with state govt for improving program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a knowledge Hub for the sector.

For more details, visit [www.brlf.in](http://www.brlf.in)

**2. Role Description:**

The Accounts Executive will be responsible for managing the day-to-day financial and accounting operations of the organization. This includes maintaining accurate financial records, ensuring statutory compliance, and supporting the preparation of budgets and financial reports. The role demands a meticulous individual capable of handling multiple financial tasks while adhering to organizational and regulatory guidelines.

**3. Key Duties and Responsibilities:**

- Maintain accurate financial records and documentation for all transactions in compliance with organizational policies.

- Manage day-to-day accounting operations, including journal entries, ledger updates, and reconciliations.
- Assist in the preparation of budgets and financial forecasts for projects and organizational operations.
- Prepare periodic financial reports, including expenditure statements, fund utilization reports, and variance analysis.
- Ensure adherence to statutory requirements, including GST, TDS, PF, and other applicable regulations.
- Coordinate with auditors during internal and external audits, providing necessary documentation and clarifications.
- Track fund disbursement and utilization for grants and projects.
- Maintain communication with partner organizations for financial reporting and compliance.
- Support procurement processes, ensuring adherence to organizational guidelines.
- Maintain records of contracts, agreements, and related financial documentation.
- Perform other finance and accounts-related tasks as assigned.

**Key Qualifications:**

- Bachelor's / master's degree in Rural Development, Agriculture, Social Work, or a related field.
- Minimum of 5-7 years of relevant experience in livelihood development, preferably in tribal or rural contexts.
- Strong understanding of agriculture, rural economy, and community mobilization.
- Proven track record of implementing livelihood enhancement programs.

**4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

**Qualification and Experience:**

- Bachelor's degree in commerce, Accounting, Finance, or related field. A master's degree or professional qualification will be an advantage.
- Experience: 2-5 years of relevant experience in accounts and financial management, preferably in the development sector or NGOs.
- Proficiency in accounting software (e.g., Tally, QuickBooks) and MS Office Suite (Excel, Word, PowerPoint).
- Knowledge of Indian accounting standards, tax laws, and statutory compliance.

## **5. COMPENSATION OFFERED:**

The remuneration package is budgeted for a range of INR 30,000-35,000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

## **6.LOCATION: Bhadrachalam, Telangana**

**7.Age Limit:** Max. Up to 45 years

### **\*\*Languages**

Good command of speaking, reading, and writing in English and Telugu is required. Knowledge of Hindi language would be an added advantage to the candidate.

## **8. APPLICATION PROCESS:**

Eligible candidates interested in this position are requested to apply through [Link](#).

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of May 27, 2025.

*BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Women are encouraged to apply.*