

**JOB DESCRIPTION**  
**Admin and Accounts Officer (One Vacancy)**  
**Bharat Rural Livelihood Foundation, Maharashtra**

**1. POSITION:**

- **Admin and Accounts Officer** (One Vacancy)
- **Reporting:** Project Manager, Nashik & AAO Nagpur SPMU-MH BRLF.
- **Place of posting:** Peth, Block of Nashik, Maharashtra
- **Joining:** Immediate
- **Nature of Employment:** Full-time contract with benefits

**2. ORGANISATION BACKGROUND:**

Bharat Rural Livelihoods Foundation ([www.brlf.in](http://www.brlf.in)) is an autonomous body established in 2013 under the Ministry of Rural Development through a Union Cabinet decision by the Government of India. With a vision to transform the lives and livelihoods of the most vulnerable populations across India, BRLF plays a crucial role in fostering and facilitating civil society action in partnership with the government and people's institutions. Its mandate encompasses a range of objectives, including bridging the gap between program outlays and outcomes, improving implementation of government flagship programs, providing grant support to civil society organisations (CSOs), and promoting partnerships for inclusive, sustainable development. BRLF has a pan-India mandate and focuses on tribal geographies, particularly those in the Central Indian tribal belt and Northeast India. The focus has been on the states with the most concentration of tribal population which are Gujarat, Rajasthan, Maharashtra, Madhya Pradesh, Telangana, Odisha, West Bengal, Jharkhand, Chhattisgarh, Assam, Mizoram.

To achieve its objectives, BRLF follows a networked approach for nurturing the appropriate institutional and programmatic ecosystem for enhanced interventions in sustainable livelihoods for tribal rural communities. The collaborative model actively engages various key stakeholders, including the government, private philanthropies, public and private sectors under corporate social responsibility (CSR), Civil Society Organisations (CSOs) and Community-based Institutions (CBOs and PRIs). The unique collaborative model facilitated by BRLF successfully harnesses the collective strengths of these institutions to design and scale rural development initiatives effectively.

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

**ABOUT “Focused Development Project (FDP)”, Peth, Nashik, Maharashtra**

The Bharat Rural Livelihoods Foundation (BRLF), in collaboration with HDFC Parivartan, is implementing the Focused Development Project (FDP) across 25 villages in Peth Block, Nashik District, Maharashtra. This three-year initiative aims to double the income of at least

3,000 small and marginal (Tribal) households through sustainable, integrated development strategies tailored to the needs of tribal communities.

The project places a strong emphasis on Natural Resource Management (NRM), particularly Integrated Watershed Management, to improve soil and water conservation, agricultural productivity, and farm-based incomes. Key components include capacity building of communities, promotion of sustainable agriculture and horticulture, irrigation development, and the strengthening of community-based organizations (CBOs). The project also seeks to leverage government flagship schemes through convergence, fostering long-term sustainability and resilience.

The Bharat Rural Livelihoods Foundation (BRLF) is seeking a highly experienced and qualified professional to fill the position of Project Manager, based at the project office. To ensure effective implementation and rigorous monitoring and evaluation, a dedicated project office will be established in the Peth Block of Nashik District. The project team will be responsible for executing the assigned project activities. The FDP project will have its dedicated staff and will work under the guidance and leadership of BRLF's Maharashtra State Project Management Unit (SPMU).

### **Job Description / Key Responsibilities**

The Admin and Accounts Officer will play a critical role in ensuring the smooth administrative and financial operations of the BRLF project office. The position involves supporting program teams, managing office logistics, and ensuring financial compliance and reporting.

#### ***Administrative Responsibilities:***

1. Manage procurement processes, ensuring transparency, multiple quotations, and compliance with organizational policies.
2. Maintain inventory and asset registers (e.g., furniture, office equipment, supplies).
3. Ensure smooth functioning of office operations (utilities, repairs, maintenance).
4. Keep updated records of leases, rental agreements, vendor contracts, and related documentation.
5. Ensure Day-to-Day Attendance and Leave Management of Project Office Staff and Office Decorum to be maintained as per with organizational policies.
6. Supervise support staff to ensure efficient administrative support.
7. Coordinate logistics for meetings, workshops, field visits, and other events.
8. Manage travel bookings, accommodations, catering, and staff reimbursements.
9. Maintain up-to-date digital and physical records of correspondence, contracts, and approvals.
10. Timely payments of all office utilities bills
11. Assist programme staff in preparing documentation for donor reports and audits.

***Accounts & Finance Responsibilities:***

1. Maintain accurate financial records for all transactions in compliance with BRLF policies.
2. Manage day-to-day accounting operations including journal entries, ledger updates, reconciliations, and petty cash management.
3. Assist in preparing budgets and financial forecasts for projects and organizational operations.
4. Coordinate with programme staff and partners for timely financial reporting and fund reconciliation.
5. Prepare periodic financial reports (expenditure statements, fund utilization reports, variance analyses).
6. Coordinate with internal and external auditors, providing necessary documentation and clarifications.
7. Track disbursement and utilization of project grants and funds.
8. Liaise with partner organizations on financial reporting and compliance.
9. Support procurement processes by ensuring adherence to financial guidelines.
10. Maintain records of all contracts, agreements, and related financial documentation.
11. Perform other finance and accounts-related tasks as assigned.

***Qualifications, Experience & Competencies***

***Educational Qualifications:***

- Bachelor's Degree in Commerce, Finance, or Accounting (Essential)
- Master's Degree (Preferred)

***Experience:***

- Minimum of 4–7 years of relevant experience in administration and accounting in development & NGO sector.
- Experience in NRM, livelihood development, preferably in tribal or rural contexts.
- Understanding of NRM, agriculture, rural economy, and community mobilization is highly desirable.

***Essential Skills & Competencies:***

1. Proficiency in Tally and Microsoft Office (Word, Excel, PowerPoint).
2. Excellent written and verbal communication in English and Marathi (required); Hindi (preferred).
3. Ability to work effectively in multi-cultural and multi-disciplinary teams.
4. Strong organizational and time management skills with the ability to multitask.
5. Willingness to travel extensively to BRLF project locations.

**5. COMPENSATION OFFERED:**

The remuneration package budgeted for the position is between INR 40,000 – INR 45,000 per month. Offers shall be commensurate with the qualifications, experience, and salary history, of the selected candidate.

**6. NUMBER OF VACANCIES:** One

**7. LOCATION(s):** Peth Block, Nashik District, Maharashtra.

**9. Age Limit:** 45 years

**10. 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 12<sup>th</sup> January 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.*