

JOB DESCRIPTION
Consultant Account Assistant
Bharat Rural Livelihoods Foundation, Jharkhand

1. POSITION:

- **Consultant Account Assistant** (One Vacancy)
- **Reporting:** Admin & Accounts Officer PMU, JH
- **Place of posting:** Ranchi, Jharkhand
- **Joining:** Immediate
- **Nature of Employment:** 6 Months contract (may be renewed/ extended based on the performance and requirements of the organization.)

2. ORGANISATION BACKGROUND:

Bharat Rural Livelihoods Foundation (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

Job Description / Key Responsibilities

BRLF is looking for passionate and motivated professionals to join PMU, Ranchi, Jharkhand. The position involves supporting program teams, managing office logistics, and ensuring financial compliance and reporting.

Accounts & Finance Responsibilities:

1. Verification of vendor invoices, vendor advance, staff travel advance, Travel settlement, Petty expenses and other reimbursement as per policy and submit to reporting officer.
2. Coordinate with programme staff and partners for timely submission of personal TA/DA and program expenses.
3. Support in procurement processes by ensuring adherence to financial guidelines.
4. Maintain records of all staff and vendors contracts, agreements, and related financial documentation.
5. Manage procurement processes, ensuring transparency, multiple quotations, and compliance with organizational policies.
6. Maintain inventory and asset registers (e.g., furniture, office equipment, program assets supplies).
7. Ensure smooth functioning of office operations (utilities, repairs, maintenance).
8. Coordinate logistics for meetings, workshops, field visits, and other events.
9. Perform other finance and accounts-related tasks as assigned.
10. Any other tasks assigned by the Reporting Manager may be required by BRLF.

Qualifications, Experience & Competencies

Educational Qualifications:

Applicants must be a Graduate (10+2+3) in Commerce from the UGC recognised reputed university

Experience:

Minimum two to three years of working experience in managing accounts and finance preferably in any development sector or in similar organization.

Essential Skills & Competencies:

1. Proficiency in Tally and Microsoft Office (Word, Excel, PowerPoint).
2. Excellent written and verbal communication in English and Hindi.
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.

3. COMPENSATION OFFERED:

The remuneration package budgeted for the position is between **INR 22,000 – INR 24,000** per month. Offers shall be commensurate with the qualifications, experience, and salary history, of the selected candidate.

4. NUMBER OF VACANCIES: One

5. LOCATION(s): Ranchi, Jharkhand.

6. Age Limit: 45 years

7. 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 20th February 2026.

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.