

JOB DESCRIPTION

Accountant

Bharat Rural Livelihood Foundation.

Position: Accountant

Location: Buxwaha Block, Chhatarpur District, MP.

Number of Positions: One

Reports To: Project Manager

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:

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.

For more details, please visit our website: www.brlf.in

About the project:

The Project SAARTHI is to foster the Integrated Natural Resource Management and Livelihood development for socio-economic development of tribal populations by transitioning them from subsistence farming to sustainable, commercial agro-ecological production in 16 villages at Baxawah Block, Chhatarpur District, MP.

2. Role Description:

The Accountant 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.

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.
- 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.

5. COMPENSATION OFFERED:

The remuneration package is budgeted for a range of **INR 35000/- to 40,000/-** per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

6.LOCATION : Baxwaha Block, Chhatarpur District, MP

7.Age Limit: Max. Up to 45 years

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 25 April 2026

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