

3)Job Title : **Accountant – CSR Projects (Contractual)**
Station Head quarter : **Pune**
No. of Posts : **1**
Educational Qualification : **Bachelor's /Master's Degree in Commerce (B.Com./M.Com)**

- **Experience & Skill:** 3- 5 years of experience in Finance and Administration. Experience in the Social Development/NGO sector will be preferred. Knowledge of Tally and ERP systems will be an added advantage. Sound understanding of financial and administrative procedures. Willingness to travel as per project requirements. Familiarity with organizational systems and administrative processes.

Job Profile

- Maintain books of accounts and financial records.
- Prepare Utilization Certificates (UCs) and financial reports.
- Prepare donor reports and ensure compliance documentation.
- Coordinate with vendors and support administrative functions.
- Maintain financial and administrative records in accordance with the organization's HR and Finance policies.
- Provide support for finance and administrative processes related to CSR projects.

Compensation

Salary and benefits shall be commensurate with qualifications, experience, and the organization's HR policies.