

JOB DESCRIPTION

FINANCE ASSISTANT

Full-Time | Bhubaneswar, Odisha

Position Title	Finance Assistant
Employment Type	Full-Time
Grade / Level	Support Staff - Finance
Remuneration	INR 3.0 Lakh per annum (CTC)
Number of Openings	1 (One)
Reporting To	Finance Manager / Senior Finance Officer
Works Closely With	Program Team, MEAL Team, Admin & Operations, External Auditors
Location	AJSA India Head Office, Bhubaneswar, Odisha
Last Date to Apply	30 April 2026
Apply To	jobs@ajsaindia.org Subject: Application for Finance Assistant

1. About AJSA India

AJSA India has been facilitating community-led development initiatives since 1989, working with rural and marginalised communities to address root causes of poverty and vulnerability. As a non-government, not-for-profit organisation, AJSA promotes sustainable development through a holistic and community-driven approach that strengthens local institutions, improves livelihoods, and enhances resilience to social, economic, and environmental challenges.

Our programmatic focus spans climate-resilient agriculture, sustainable livelihoods, natural resource management, and strengthened local governance. We work closely with Panchayati Raj Institutions (PRIs), community-based organisations (CBOs), and government departments to support inclusive, long-term development solutions.

AJSA India is guided by values of equity, transparency, accountability, and participation, and is committed to maintaining the highest standards of financial integrity in the stewardship of donor and public resources.

2. Position Overview

The Finance Assistant is an important support role within the Finance and Administration function of AJSA India. The incumbent will be responsible for day-to-day financial record-keeping, bookkeeping, voucher management, budget tracking, and ensuring compliance with the organisation's financial systems and donor requirements. This position plays a critical role in maintaining the accuracy and integrity of financial data that underpins AJSA India's programme delivery and donor accountability obligations.

The Finance Assistant will work under the direct supervision of the Finance Manager and will support the preparation of project financial reports, coordination with auditors, and the maintenance of statutory and regulatory compliance records. This is an excellent opportunity for a detail-oriented finance professional with NGO sector experience who is committed to the principles of transparent financial management in service of a social mission.

3. Reporting Structure and Work Relationships

The Finance Assistant reports directly to the Finance Manager / Senior Finance Officer. Key internal working relationships include:

- Finance Manager – for day-to-day supervision, financial approvals, and reporting guidance
- Programme Teams – for budget tracking, field advance management, and project expenditure documentation
- Admin and Operations Staff – for procurement documentation, vendor payments, and asset management
- Director - Programs (indirectly) – for programme budget queries and donor financial report support

Key external working relationships include:

- External and statutory auditors – for audit coordination and document provision
- Banks and financial institutions – for transaction verification and reconciliation
- Tax authorities and regulatory bodies – for statutory compliance support
- Vendors and suppliers – for invoice processing and payment coordination

4. Key Responsibilities

4.1 Financial Record-Keeping and Bookkeeping

- Maintain accurate, up-to-date, and complete financial records for all organisational and project-level transactions in compliance with AJSA India's financial management policies.
- Record all financial transactions – receipts, payments, journal entries, and adjustments – in the accounting software (Tally ERP) on a daily basis.
- Maintain the cash book, bank book, and petty cash register, ensuring entries are properly classified under correct budget heads, project codes, and cost centres.
- Manage petty cash operations, including disbursements, reimbursements, and periodic cash counts, ensuring the petty cash float is replenished in a timely manner.
- Ensure all financial transactions are supported by complete, accurate, and properly authorised vouchers with required documentation such as invoices, receipts, approvals, and payment confirmations.
- Maintain a systematic and accessible filing system – both physical and digital – for all financial vouchers, contracts, grant agreements, and supporting documents in line with AJSA India's document retention policy.
- Prepare and maintain ledger accounts for all income heads, expenditure categories, assets, liabilities, and programme-specific cost centres.

4.2 Bank and Cash Reconciliation

- Perform monthly bank reconciliation statements for all AJSA India bank accounts, identifying and resolving discrepancies in a timely manner with the Finance Manager.
- Reconcile petty cash balances on a weekly basis and report any variances to the Finance Manager with supporting documentation.
- Verify all electronic fund transfers, NEFT/RTGS transactions, and cheque payments against bank statements and internal records.
- Monitor bank balances across project-specific and operational accounts and flag potential liquidity concerns to the Finance Manager.

- Maintain records of all cheque books, demand drafts, and payment instruments used by the organisation.

4.3 Accounts Payable and Receivable

- Process vendor invoices, supplier bills, and staff reimbursement claims by verifying supporting documents, obtaining appropriate approvals, and initiating payments in accordance with AJSA India's payment cycle and approval matrix.
- Maintain an accounts payable register tracking all outstanding bills, due dates, and payment status to ensure timely settlement of liabilities.
- Follow up on pending advances issued to field staff and programme teams, ensuring timely submission of advance settlement documents and proper accounting of field expenditures.
- Maintain accounts receivable records including donor grant receipts, government fund releases, and other income, reconciling with grant agreement schedules.
- Prepare and dispatch payment receipts, acknowledgements, and utilisation certificates to donors and partners as required.

4.4 Budget Monitoring and Expenditure Tracking

- Maintain and regularly update project-wise budget tracking sheets for all active grants and projects, recording actual expenditures against approved budgets by line item and budget head.
- Prepare monthly budget vs. actuals (BvA) reports for each project and share with Program Managers and the Finance Manager to support programme decision-making.
- Flag budget variances – over-expenditure and under-utilisation – to the Finance Manager and relevant Program Manager with explanatory notes.
- Assist Program Managers in understanding budget balances, permissible expenditure categories, and donor-specific financial restrictions.
- Support the preparation of budget revisions, reallocation requests, and no-cost extension financial justifications as directed by the Finance Manager.
- Maintain a consolidated project funding and expenditure tracker covering all active and pipeline grants for organisational financial planning purposes.

4.5 Donor Financial Reporting

- Assist the Finance Manager in the preparation of periodic donor financial reports – interim, quarterly, annual, and final – in accordance with donor-specified formats, reporting calendars, and grant agreement conditions.
- Compile and validate expenditure data from Tally and project trackers for inclusion in donor financial reports, ensuring accuracy and alignment with narrative programme reports.
- Prepare supporting schedules and annexures for donor financial reports including expenditure summaries, budget vs. actuals, and advance/fund receipt reconciliations.
- Maintain a donor reporting calendar and proactively alert the Finance Manager of upcoming financial report submission deadlines.
- Ensure all financial data submitted in donor reports is traceable to source vouchers and supporting documents and is audit-ready.
- Support the Finance Manager in responding to donor queries and requests for financial clarification or additional documentation arising from submitted reports.

4.6 Payroll and Statutory Compliance Support

- Assist the Finance Manager in preparation of the monthly staff payroll, verifying salary components, attendance records, leave deductions, and statutory deductions (PF, ESI, Professional Tax, TDS) for all employees.
- Ensure timely deposit of statutory contributions – Provident Fund (PF), Employees' State Insurance (ESI), and Professional Tax – to respective authorities as per prescribed deadlines.
- Maintain employee-wise payroll records, salary slips, and Form 16 documentation in coordination with the Finance Manager and HR function.
- Support preparation and filing of TDS returns (Form 24Q, 26Q) and assist in reconciliation of TDS deducted and deposited.
- Maintain records and support compliance with FCRA (Foreign Contribution Regulation Act) requirements including segregation of FCRA and domestic accounts, transaction records, and FCRA annual return support documentation.
- Assist in preparation of annual accounts, balance sheets, income and expenditure statements, and schedules for statutory audit purposes.
- Support filing of GST returns, 12A/80G renewal documentation, and any other regulatory filings as directed by the Finance Manager.

4.7 Audit Support and Internal Controls

- Support coordination of internal audits, statutory audits, and donor-specific project audits by preparing audit schedules, organising financial documents, and providing required explanations to auditors.
- Maintain an audit-ready filing system ensuring all financial vouchers, bank statements, contracts, agreements, and statutory records are properly organised and retrievable.
- Assist in implementing audit recommendations and corrective actions identified during internal or external audit processes.
- Adhere strictly to AJSA India's internal financial controls – dual authorisation, voucher approval hierarchy, cash custody procedures, and segregation of duties.
- Immediately report to the Finance Manager any irregularity, suspected fraud, misappropriation, or breach of financial policy observed in the course of duties.
- Support periodic stock verification and physical verification of organisational assets, ensuring records match the fixed asset register.

4.8 Administrative and General Finance Support

- Assist in maintaining the fixed asset register, recording new asset additions, disposals, depreciation calculations, and periodic physical verification outcomes.
- Support procurement processes by verifying vendor quotations, preparing comparative statements, and maintaining procurement documentation files in accordance with the procurement policy.
- Assist in the preparation of cash flow projections and fund requirement statements for programme operations and organisational running costs.
- Maintain organised records of all contracts, lease agreements, MoUs, and vendor agreements with associated payment schedules.
- Coordinate with the admin team for timely renewal of insurance policies, licences, and registrations that have financial implications.

- Perform any other finance and accounts-related tasks as assigned by the Finance Manager or the Director – Programs in support of the organisation's operational needs.

5. Qualifications and Experience

5.1 Educational Qualifications

- Bachelor's degree (B.Com / BBA Finance / B.Sc. Accounting) in Commerce, Accounting, Finance, or a closely related field from a recognised university – Essential.
- Candidates pursuing or having completed M.Com, MBA (Finance), or a professional accounting qualification (CA Foundation / Inter, CMA Foundation / Inter) will be given preference.
- Relevant certifications in Tally ERP, GST, or taxation will be an added advantage.

5.2 Professional Experience

- 3-5 years of relevant experience in finance, accounts, or bookkeeping functions – Essential.
- Prior experience in the NGO / development sector, or in organisations managing donor-funded projects (bilateral, CSR, government grants), will be strongly preferred.
- Demonstrated hands-on experience in Tally ERP (Tally Prime preferred) for day-to-day accounting, ledger maintenance, and report generation – Essential.
- Working knowledge of TDS, PF, ESI, Professional Tax, and GST compliance – Essential.
- Experience in preparing donor financial reports or supporting statutory audits will be an advantage.
- Familiarity with FCRA accounting requirements and FCRA-compliant bookkeeping will be an advantage.

6. Key Skills and Competencies

Technical Skills

- Proficiency in Tally ERP / Tally Prime – ledger management, voucher entry, bank reconciliation, reports
- MS Excel – spreadsheet-based budget tracking, BvA reports, pivot tables, VLOOKUP
- Working knowledge of Indian accounting standards applicable to non-profits
- Solid understanding of TDS, PF, ESI, Professional Tax, and GST mechanics
- Familiarity with donor financial reporting formats (CSR, bilateral, FCRA-regulated grants)
- Basic understanding of FCRA regulatory framework and NGO-specific statutory requirements

Behavioural and Personal Competencies

- High attention to detail and accuracy in numerical work
- Strong sense of financial integrity, confidentiality, and ethical conduct
- Good organisational and time-management skills – ability to manage multiple tasks and meet deadlines

- Proactive communication – ability to flag issues and seek guidance promptly
- Team player with a willingness to support colleagues across functions
- Adaptability to a mission-driven, resource-constrained NGO work environment

Language Skills

- Working proficiency in English – written and verbal – for report writing and donor communication
- Proficiency in Odia and/or Hindi strongly preferred for field communication and internal operations

7. Key Performance Indicators (KPIs)

The Finance Assistant will be assessed against the following performance indicators during probation review (at 6 months) and annual performance appraisals:

Performance Area	Key Indicator
Bookkeeping Accuracy	Zero unreconciled discrepancies in monthly ledgers; all entries updated within 24 hours of transaction
Voucher Management	100% of transactions supported by complete, authorised vouchers; audit-ready filing at all times
Bank Reconciliation	Monthly bank reconciliation completed and reviewed by Finance Manager by the 5th of every month
Budget Tracking	BvA reports for all active projects shared with Program Managers by the 7th of every month
Donor Reporting Support	All donor financial report inputs submitted to Finance Manager 5 days before due date
Statutory Compliance	PF, ESI, TDS, and Professional Tax deposits made by statutory deadlines; zero late filing penalties
Payroll Processing	Monthly payroll inputs prepared and verified by 25th of each month; no payroll errors reported
Audit Readiness	All audit document requests fulfilled within agreed timelines; zero repeat audit findings
Advance Settlement	All staff advances settled within 15 days of return from field; no long-outstanding advances
Asset Register	Fixed asset register updated within 1 week of every new acquisition or disposal

8. Working Conditions

- Primary workplace: AJSA India Head Office, Bhubaneswar, Odisha.
- Standard office hours apply; occasional extended hours may be required during audit periods, financial year-end, and donor reporting deadlines.
- Occasional travel to field offices or project districts may be required for financial verification, field advance reconciliation, or audit support.
- The role involves handling confidential organisational and donor financial information, which must be treated with absolute discretion and confidentiality at all times.

9. Remuneration and Benefits

- Gross Annual CTC: INR 3.0 Lakh per annum.
- Leave entitlements as per AJSA India's HR and Leave Policy (earned leave, casual leave, medical leave, and public holidays).

- Supportive work environment with opportunities for on-the-job learning, in-house training, and capacity building in NGO financial management.
- Performance-linked increment subject to satisfactory performance.

10. Probation Period

The selected candidate will be placed on a probation period of six (6) months from the date of joining. Confirmation of employment will be subject to a satisfactory performance review at the end of the probation period, conducted jointly by the Finance Manager and the HR function. During probation, the candidate will receive structured induction, on-the-job training in AJSA India's financial systems, and regular supervisory feedback.

11. Equal Opportunity Statement

AJSA India is an equal opportunity employer committed to diversity and inclusion. Women candidates and individuals from Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other marginalised social backgrounds are strongly encouraged to apply. All applications will be treated with strict confidentiality. AJSA India does not discriminate on the basis of caste, religion, gender, disability, or any other protected characteristic.

12. How to Apply

Interested candidates who meet the above criteria are invited to submit the following documents:

- Updated Curriculum Vitae (CV) – not exceeding 3 pages
- Cover Letter – explaining suitability for the position (not exceeding 1 page)
- Contact details of one or two professional references

Submission Details:

- Email To: jobs@ajsaindia.org
- Subject Line: Application for Finance Assistant
- Last Date to Apply: 30th April 2026

Shortlisted candidates will be contacted for an online interview. Only shortlisted applicants will receive a response. Applications received after the deadline will not be considered. Telephone enquiries will not be entertained.

For any further queries regarding this position, applicants may write to the same email address.

AJSA India | Duplex-44, Cosmo Estate, Nandan Vihar Patia, Bhubaneswar-751024, Odisha
Tel: +91-674-358-5721 | Email: ajsa@ajsaindia.org