



Position: Finance Assistant Consultant (Maternity Cover)

Location: Jagori Office, Malviya Nagar, New Delhi

Consultancy Amount: 25,000 - 30,000 INR

Purpose of the Role

The Finance Assistant will support the Finance Department in ensuring effective financial management, compliance with donor requirements, and smooth day-to-day operations of the Jagori projects and programs.

Terms of Reference

The person will be responsible and accountable for the following tasks:

Finance and Accounts

- Handling all payments/receipts/bank transfers (cash/cheque/online) including verification of supporting bills/documents before disbursement of payments accurately and timely. Preparation of monthly bank reconciliations.
- Accurate and timely data entry of accounts such that all transactions are in line with organisation and donors sanctioned budget lines
- Ensuring documentation relating to payments and due approvals of vouchers from appropriate authority before making payments; ensure reconciliations between physical vouchers and Tally database
- Accurate calculation and disbursement of monthly payrolls as per the valid contracts after adjustment of leaves, loan, advances, EPF, ESIC requirements and TDS deductions etc.
- Settlement of staff/programme/general advances on monthly basis
- Ensuring maintenance and upkeep of all financial vouchers, bills, registers, cash book and books of accounts are up to date
- Maintain records of FDR's/investments and charts and reconciliations
- Ensure daily cash closing and tallying with books of accounts and getting physically verified on periodic basis from Head - Finance and Operations
- Ensure proper custody of bank cheques/FDR's/instruments/pass books and tallying with books of accounts and statements
- Provide guidance and update staff on financial and accounting procedures and regulations

HR related

- Maintenance of staff personnel files and overall responsible for up-to-date records of employees, consultants, partner organisations and contract tracking system.
- Assist in processing staff payroll and statutory deductions

Statutory matters

- Undertake accurate and timely deposit of TDS/EPF/ESIC and preparation of monthly/quarterly/ annual returns, timely downloading of forms and dissemination etc.
- Assist Head- Finance and Operations in auditing of accounts, donors reporting, monitoring and evaluations.
- Ensure confidentiality of information
- Maintain proper filing of financial documents for easy retrieval.
- Any other task as assigned by your manager and the management of the organisation

Qualifications & Experience

- Bachelor's degree in Commerce, Finance, Accounting.
- Minimum 4-5 years of experience in finance/accounting, preferably in the NGO sector.
- Knowledge of Tally ERP/Prime accounting software
- MS Excel and data management skills.

Competencies

- Attention to detail and accuracy.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Good communication skills (written and verbal).
- Integrity and commitment to NGO values.

Duration & Review

- Contract duration: One Year.

Application Information:

Please apply by **10th July 2026** with an updated CV, two referee names (who can provide a reference check or issue a letter) and letter of interest (one page) for this position.

Please write to **recruit@jagori.org** Interviews will be scheduled as applications are received - first come, first served.

Please note: Applicants who are presently looking for a job and are available to appear for interviews starting next week and can immediately join the position, are requested to apply only. Please mention the job title on your application, and send us all the required documents.