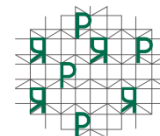


Job Announcement Form

Professional Assistance for Development Action (PRADAN)

Title of position offered	Expert (FPO Accounts & Operations)
Number of Vacancies	1
Roles and Responsibilities:	● Provide guidance and assistance in setting effective systems & processes in place at all Producer Organizations. ● Ensuring operations & accounts SoPs being properly formulated, effectively laid out & managed in steady state. ● Developing and adhering with a structured and time-bound grooming plan for personnel in accounts & operations management. ● Keeping operation efficiency & accounting efficiency above 90% in steady state. ● Ensuring timely maintenance of records and information in Tally & ERP for all POs. ● Ensuring Efficient run & maintenance of processing units established. ● Carrying out periodic audits & review of accounts and book-keeping, culling out specific action points to improve the system, provide necessary on-field assistance to POs in addressing/overcoming the gaps. ● Establishing systems and processes for updating MIS and accounts, statutory audits, and finance management. ● Generating, verifying, and sharing periodic reports to relevant nodes. ● Ensuring timeliness in meeting statutory compliances of all POs. ● Presenting the progress in relevant forums. ● Ensuring proper administration of the business operations of agriculture input- output procurement-quality standard maintenance- processed goods. ● Overseeing & maintaining proper run of quick commerce, retail outlets and infrastructures created. ● Ensuring planning & administering promotion of commodity clusters. ● Ensure meeting of FPO specific project deliverables by closely working with operations unit. ● Induction-training-grooming of personnel part of operations. ● Any other responsibilities as may be deemed necessary for the role.
Eligibility criteria	Qualifications and Experience: ● B Com/ M Com/ BBA (Finance/Agribusiness) / MBA (Finance/Agribusiness) from a recognized University/ Institute. ● Minimum 5+ years of relevant experience in handling business accounting and/or operations of an FPO/FPC
Skills and Competencies	Required Skills and Competencies: The person should have a sound command over accounts, financial & operations management, statutory compliances related to POs, command over Tally & ERP. The person should have a significant experience of team building &/or team



	management. The person should regularly have represented the organization at various forums/spaces and has proven communication & management skills. Desired Skills and Competencies: 1. Fluency in both oral and written communication in English & Hindi. 2. Well versed with business accounting and operations systems-processes and scenarios. 3. Have command over operations management tools, Tally and ERP based system, recordkeeping & reports generation. 4. Adequacy in terms of understanding of Agri-business terms of trade, channels persists and costings. 5. Knowledge & understanding of statutory compliances & its management. 6. Experience of conducting financial audits & reviews. 7. Excellence in terms of email drafting & MS office. 8. Experience of working with Women's institutions &/or Producer Organizations. 9. Knowledge and Skills around agri-business & commodity Marketing. 10. Team building
Place of posting/Location	Bhopal (Madhya Pradesh)
Proposed Salary range	Salary will be negotiable commensurate with the person's qualifications and experience
Nature of job	1-year fixed term contract and extendable based on performance
Last date of Application	16 th October, 2026
For any query	bhopal@pradan.net
Preference	The position demands extensive travel to various operational areas in Madhya Pradesh.
Google Form link and QR to apply	https://docs.google.com/forms/d/e/1FAIpQLSdGVSqXUCrDyFsRY12X-lh_RsN11gndnqoeDSygu0XPMzdUlg/viewform?usp=dialog 

Candidates are requested to review **Eligibility Criteria and Skills & Competencies** before applying