Job Announcement Form

Professional Assistance for Development Action (PRADAN)

Title of position offered	Coordinator (Finance & MIS)
Number of Vacancies	1
Roles and Responsibilities:	• Set up and implement accounting and bookkeeping systems for craft clusters, producer groups, and project operations. • Engage closely with Cluster Coordinators of each craft cluster to establish the accounting and bookkeeping systems at the cluster level. • Establish appropriate charts of accounts, ledgers, vouchers, documentation and accounting processes at cluster and central level • Maintain accurate records of sales, purchases, expenses, receivables, payables, cash and bank transactions. • Develop and maintain product-wise GST classification, HSN/SAC mapping, GST rates, invoicing and compliance records. • Ensure accurate and timely GST-related documentation and statutory compliance, in coordination with the organization's tax/accounting advisors. • Establish systems for inventory management, including raw materials, work-in-progress, finished products, stock movements, wastage and stock reconciliation. • Maintain product-wise costing and profitability records, including material, labour, processing, packaging and other relevant costs. • Track sales through different channels and maintain product-wise, cluster-wise and customer-wise sales records. • Establish systems for recording artisan/producer payments, procurement and production-related transactions. • Conduct regular physical stock verification and reconciliation with accounting records. • Prepare periodic MIS and financial reports covering sales, purchases, inventory, expenses, receivables/payables, margins and cluster-level performance. • Support budgeting, cash-flow planning and financial analysis for the project. • Ensure proper documentation and audit trails for all financial transactions and support internal/statutory audits. • Train and support cluster-level staff/field teams in basic financial record-keeping and transaction documentation related to the project • Undertake any other project related work as assigned by the project team
Eligibility criteria	**Qualifications and Experience:** • Bachelor's degree in Commerce, Accounting, Finance, or a related field; M. Com, CA (Inter), CMA (Inter), or equivalent qualification will be an advantage. • 3–6 years of relevant experience in accounting, finance, bookkeeping, GST and/or inventory management. • Experience working in MS Excel and accounting software such as Tally/Zoho Books/Busy or similar enterprise accounting systems.
Skills and Competencies	**Required Skills and Competencies:**

	• Accounting & Bookkeeping • GST, Statutory & Financial Compliance • Inventory & Stock Management • Product Costing & Cost Analysis • MIS Preparation & Management Reporting • Advanced MS Excel & Data Analysis • Accounting Software / ERP Applications • Data Management, Documentation & Record Keeping • Field Coordination & Stakeholder Engagement **Desired Skills and Competencies:** • Practical understanding of GST, invoicing, HSN/SAC classification, inventory accounting and statutory records. • Experience in NGO/development projects, handicrafts, manufacturing, retail, producer organizations, MSMEs or rural/cluster-based businesses will be preferred. • Strong attention to detail, numerical accuracy, documentation and reconciliation skills. • Ability to work independently as well as coordinate effectively with field teams, artisans, vendors and management. • Willingness to travel to craft clusters and field locations as required.
Place of posting/Location	Churchu, Hazaribagh, Jharkhand
Proposed Salary range	INR 70,000/- to 80,000/- CTC per month and negotiable based on last drawn salary, experience and qualifications (As per PRADAN pay structure for FTEs)
Nature of job	1-year fixed term contract and extendable based on performance and project continuity
Last date of Application	5th December 2026
For queries write to (email ID)	**womenart@pradan.net**
Google Form link to apply for the position	https://docs.google.com/forms/d/e/1FAIpQLSdwBGDRy3oE8PagRM7MqjQBBrYTOxPLtaVzEJGiDpE3xaiwSg/viewform?usp=publish-editor