

## **About IDR**

With a reach of nearly 20million, IDR (India Development Review) is India's first and largest independent media platform for the development community. Founded in 2017 as a nonprofit, we advance knowledge on social impact in India through ideas, opinion, analysis, and real-world practice.

**About the Role** We are looking for a detail-oriented and proactive Accountant to join our Finance team. You will work closely with the Finance and Compliance Lead and the wider IDR team to maintain accurate financial records, ensure compliance with statutory requirements, and support smooth financial operations.

## **Key Responsibilities**

### **1. Bookkeeping & Financial Reporting**

- Verify and process bills, staff reimbursements, and other payments in accordance with approved budgets and organisational policies.
- Record all financial transactions accurately and timely in Tally ERP, including creation and maintenance of budgets and cost centers.
- Maintain complete and well-organised accounting records with proper supporting documentation.
- Assist in preparation of monthly and quarterly financial reports for projects and management.
- Perform monthly bank reconciliations for all organisational bank accounts.

### **2. Donor & Grant Financial Management**

- Track program and project expenditures to ensure alignment with donor agreements and approved budgets.
- Assist in preparing accurate and timely monthly and quarterly financial reports for donors and grant funders.

### **3. Statutory & Tax Compliance**

- Ensure timely compliance with GST, TDS, PF, ESI, and other applicable statutory requirements.
- Calculate, deduct, and deposit TDS, PF, ESI, and other statutory dues as required.
- Prepare monthly/quarterly TDS and GST working sheets and ensure timely filing of returns.

### **4. Audit Coordination**

- Serve as the primary point of contact for internal and external auditors.
- Prepare and provide all required documentation and schedules for Internal Audit, Statutory Audit, and donor/project-specific audits.

### **5. Operational & Administrative Duties**

- Ensure timely administration of office and payment of recurring utility bills (electricity, water, internet, etc.).
- Verify vendor credentials (PAN, GST registration, etc.) before processing payments.

- Maintain updated Fixed Assets Register and Inventory records.
- Undertake any additional tasks or responsibilities assigned by the organisation.

#### **6. Process Improvement & Team Contribution**

- Stay updated on changes in accounting standards, tax laws, and financial best practices.
- Proactively suggest improvements to financial processes and internal controls.
- Leverage technology to enhance efficiency in accounting and reporting.
- Actively participate in team meetings, planning sessions, and organisational initiatives.

#### **Qualifications & Skills**

##### **Education**

- Bachelor's or Master's degree in commerce, Accounting, Finance or related field
- MBA in Finance or professional qualification (CA Inter / CMA Inter) will be an advantage

##### **Technical Skills**

- Strong working knowledge of Tally ERP (essential)
- Proficiency in Microsoft Office (especially Excel) and Windows
- Good understanding of Indian accounting standards, taxation laws (GST, TDS, PF, ESI), and compliance requirements

##### **Experience**

- Minimum 3 to 5 years of hands-on experience in bookkeeping, accounting, and statutory compliance
- Prior experience in the NGO / social development / non-profit sector is highly preferred

##### **Personal Attributes**

- High attention to detail and accuracy
- Strong organizational and time-management skills
- Ability to work collaboratively and build positive relationships with internal and external stakeholders

**Location:** New Delhi

**Position:** Accountant and Admin

**Reports to:** Finance and Compliance Lead

**Employment Type:** Full-time

**Salary range:** 30,000 to 33,000 per month

**How to Apply** Interested candidates are invited to submit their updated resume and a brief cover letter explaining their experience & suitability for the role to [writetous@idronline.org](mailto:writetous@idronline.org) with the subject line: **Application for Accountant and Admin – [Your Full Name]**

**Application Deadline:** 15<sup>th</sup> March, 2026 and only shortlisted candidates will be contacted.

We are an equal opportunity employer and encourage applications from diverse backgrounds.