

About IDR

With a reach of nearly 20million, IDR (India Development Review) is India's first and largest independent knowledge 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 at Delhi. 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

- Assist with bookkeeping, accounting entries, and financial reporting using Tally prime and excel sheets.
- Support donor and grant financial tracking and budget monitoring using tools and excel sheets
- Assist in statutory and tax compliance, including GST, TDS, and other applicable regulations
- Support internal, statutory, and donor audits by preparing required documentation.
- Assist with operational finance, vendor payments, fixed asset records, and administrative activities.
- Contribute to process improvements, maintain accurate financial records, and support the finance team in day-to-day operations.
- Assist with any other work assigned by the organisation as and when required.

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: Salary up to ₹40,000 per month, based on qualifications and relevant experience.

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 hiring@idronline.org with the subject line: **Application for Accountant and Admin – [Your Full Name]**

Only shortlisted candidates will be contacted.

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