

Job Opportunity (Direct Recruitment)

Job Title	Accountant cum MIS Coordinator
Office/Location	SAKTI SIKHA DEVELOPMENT SOCIETY (SDS) Agriculture Production Cluster (APC) Project in Kaptipada Block
Service Condition	Contractual
Period of Service	This is a long-term position with an initial contract of 1 year, extendable annually subject to performance review and organisational needs.
Essential Qualification	<ul style="list-style-type: none"> • Master's/bachelor's degree in commerce.
Mandatory Experience	<ul style="list-style-type: none"> • Candidate should have at least 2-3 years of experience in the Agriculture and Livelihood project as an accountant cum MIS coordinator • Proficiency in MS Excel, MS Word, PPT/Email, Tally.
Key Responsibility	<ul style="list-style-type: none"> • Work collaboratively with the Team as a team member. • Required to maintain the accounts-related transactions like fund receipt, expenses and all required documents related to accounts and finance in software (preferably Tally) and manually by maintaining accounting books. • Required to maintain the MIS of the APC project (both online MIS portal and offline Excel sheet), data entry, analysis & report preparation. Moreover, making various kinds of formats with the help of the APC team members as and when required. • In the process of monitoring, evaluation and learning (MEL), the candidate is required to supervise, help/ensure regular data flow from the field (PG and members), sometimes sample checking of data generated by field visit, etc. The nature of work is both desktop as well as field based. • Be supposed to draft applications, letters for communication and reports in the prescribed formats for the concerned anchors of the project. Many times, to the program manager. • Be taking and keeping different audio-visual documentation for communication and reporting purposes. • Be helping the project facilitating team (PFT) in different reporting Yearly Plan of Operation (YPO) as well as thematic data consolidation for timely communication. • Collate the required training materials for the APC project and oversee the repository for further use. • Maintain the required files of the APC project and leverage documents along with other documentation as instructed by PM. • Coordinate with the funding agency for any troubleshooting in the MIS, respond to and resolve any queries raised by the donor related to the MIS. • Coordinate with the funding agency for the timely submission of financial compliances, audit reports, and other financial documents (mentioned in the MoA) as and when required. • Support the PG-level accounting system setting and orient the PG-level accountants on maintaining the financial books of accounts. • To face the Audit team from the donor agency and to cooperate with them on the financial aspects of the audit.

	<ul style="list-style-type: none">• Able to deliver any other work of the APC project as per requirement of the team & organisation.
Nature of Work	Office 60%, Field 40%
Monthly Compensation	Rs. 15,000 /- (including TA) per month.
Joining	Within a Month
Applicants may send their updated CV to hr2.sds@gmail.com by 7.03.2026. Only shortlisted candidates will be called for the interview	