



Job Description - Accounts and Admin Officer

Position	Accounts and Admin Officer (Full time)
Location	Bhubaneswar, Odisha
No. of Position	01
About the Organisation	<p>Public Health Resource Society is a national level resource organization currently working directly in the states of Jharkhand, Chhattisgarh, Odisha, Assam, and Delhi and committed to the mission of building capacities for public health action towards 'Health for All'. Using a rights-based approach, it has contributed to the on-going work of strengthening public health systems in these and other states through its partnerships with institutions. Our areas of work involve women and child health and nutrition, tribal health, and health systems strengthening. Our core strategies include model demonstration, community-based research, and program implementation along with advocacy. The organisation maintains a specific focus on working with vulnerable and marginalized communities using participatory principles. For more details visit: https://phrsindia.org/</p>
Job Description	<p>Roles and responsibilities are as follows:</p> <ul style="list-style-type: none"> - Keep and maintain all the accounts records in soft as well as in hard form. - Responsible for dealing with all the district and state level accounts and settle all matter of banks. - Make sure verification of all the accounts record before auditory process, - Responsible for submitting the financial report to the accounts and administrative officer at national office for compilation, review and onwards submission to the donor. - Ensure all the records/ accounts/ financial transactions are booked before the audit commencement. - Responsible for the submission of monthly reports in soft and as well as in hard. - Responsible for the overall function of Admin and Finance at field level. - Records all incoming and outgoing letters and documents. - Conveys all the required instructions and policies of the organization to the district and state levels. - Monitors administrative aspects of the state office/staff and evaluates discipline and punctuality of the staff to the assigned tasks. - Ensure attendance register is maintained on daily basis, keep the leave record of staff, and share it with the HR Manager on a monthly basis. - Responsible for supervising the procurements at the state and below level



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	<ul style="list-style-type: none"> - Responsible for negotiating service agreements with vendors - Ensure maintenance of office at state and district level - Undertake field visits - Any other tasks assigned by the supervisor.
Report to	Senior Accounts and Admin Officer and Senior Programme Coordinator
Qualifications, desired skills and requirements	<ul style="list-style-type: none"> - Graduation or equivalent in commerce from a reputed institution/university, an additional qualification related to the same field will be given preference. - Minimum 3 years' experience in handling the accounts, experience in working with NGOs will be given preference. - Experience in coordinating events/workshops - Should be able to negotiate with the vendors. - Proficient in reading, writing, speaking different languages- Hindi, English, and Odia. - Proficient in MS Office and Tally ERP. - Candidate must be aware of the current statutory requirements related to Income Tax, EPF, and GST.
Duration	Till September 2027. The contract will be issued initially for one year which will be extended based on the performance and need of the project.
Remuneration	The remuneration will be commensurate with qualifications, experience, and salary history.
How to apply	Interested candidate must send their resume along with a cover letter to recruitment@phrnindia.org with subject line- Application for the post of Accounts and Admin Officer- Bhubaneshwar.
Last date of application	25th January 2025
Sexual Exploitation and Abuse (SEA) are unacceptable behaviors and prohibited conduct for all humanitarian workers, including PHRS employees and related personnel. PHRS has a policy of zero tolerance towards SEA. All candidates will mandatorily undergo a reference check that includes questions about SEA.	