

Job Description:	Junior Accounts Officer	Responsible to:	Associate Director- Finance
No. of direct reports:	----	Location	New Delhi
Duration	2 years	Job Function	Accounting and Compliance
Purpose:	Will be responsible for accounting, supporting in compliance of all statutory requirements and assisting in producing timely reports		
RESPONSIBILITIES		COMPETENCIES	
Accounting <ul style="list-style-type: none">• Process payment invoices for procurement and services of suppliers, consultants and service providers.• Process travel expense and other reimbursement claims of staff• Pass entries in the accounting package (Tally ERP 9)• Maintenance and regular review of books of accounts• Prepare monthly Bank reconciliation statements• Allocation and apportionment of expenses into correct heads on donor grants and other budgets.• Support in Payroll management.	<ul style="list-style-type: none">• Support in the preparation of Expenditure Report and annual Financial Statements of the Grants• Review financial reports submitted by the sub-grantees.• Periodic follow up to obtain quarterly expenditure reports and Audited Utilization Certificate from Sub-Grantees & partner NGOs.• Maintain tracker of all contracts and link them with program expense report.	<ul style="list-style-type: none">• Working together: Contributes positively in team discussions by providing necessary information as well as by seeking inputs when required, collaborates well within own team as well as with cross functional teams to achieve team goals• Communication & influencing: Builds mutually beneficial alliances and networks at within and outside PFI• Striving for excellence: Exhibits drive, commitment and energy towards achieving performance objectives and results; maintains and adheres to high performance standards and respects timelines.• Delivering Results: Systematically plans and organizes work so as to achieve goals in time and with accuracy	<ul style="list-style-type: none">• IT literate (MS Office Suite)• Adherence to organizational policy and procedures is a must.• Strong communication skills, written and verbal.• Attention to detail.• Ability to work under minimal supervision.
Compliances <ul style="list-style-type: none">• Accurate deduction and timely deposit of tax at source on payments made.• Timely filing of TDS returns and providing data and information for GST returns.• Providing information/ data for various statutory requirements like Income Tax assessments, exemption certificate, GST, etc.• Provide support during internal audit and statutory audit.	Others <ul style="list-style-type: none">• Handle any other work as may be assigned from time to time.		HOW TO APPLY <p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by May 15, 2025.</p> <p>Please include following in the covering letter: Current CTC: Expected CTC: Notice/ Availability to join:</p>
Budgets and financial reporting <ul style="list-style-type: none">• Prepare financial data of donor grants and provide support to the team on preparation of financial information• Support in the preparation of financial reports for the attention of the management.	KEY PERFORMANCE INDICATORS <ul style="list-style-type: none">• Error free process of all approved payments/ travel claims/ advances within 3 Days.• Timely and accurate deduction and deposit of tax at source.• Monthly Bank Reconciliation by 5th of next month.• Monthly Inter Project Reconciliation by 5th of next month.• Calculating overheads on the projects handled before 5th of next month.• Preparation of monthly financial reports of Projects for the management, whenever necessary• Prepare monthly GST details by 10th of the subsequent month.	REQUIRED SKILLS <ul style="list-style-type: none">• Graduate/ Postgraduate in Commerce• The candidate must possess a minimum of 5 years of experience in the area of finance, preferably in the development sector.• Knowledge of Tally will be essential• Working knowledge of Income Tax and GST provisions.• Experience in accounting, budget and financial reporting is essential.• Experience in payroll management is desired.	<p>Please mention the position “Junior Accounts Officer” in the subject line of your e-mail.</p> <p>Only shortlisted candidates will be contacted</p>

ABOUT PFI

The Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender sensitive population, health and development policies, strategies, and programs in the country. Policy advocacy, social and behavior change communication, community action and knowledge management are some of the key strategies that PFI works on to achieve the organization's goals.

Over the years, PFI has played a catalytic role to address issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high priority districts (HPDs) with poor socio-health-demographic indicators.

OUR STRATEGY

Reproductive health and family planning can positively influence and advance the newly laid out Sustainable Development Goals by addressing multiple targets and ushering in an era of development. Access to voluntary family planning has the potential to save lives and help break the cycle of poverty, stabilize population growth and ease the pressure on the environment. It is the most cost-effective development investment.

We believe that health, education and wellbeing of the population is crucial for sustaining just, equitable economic growth and development. For that to happen, change has to happen at three levels – individual, social and systemic or policy levels, ensuring that the country offers a conducive and enabling policy environment for girls and women to claim their rights, agencies of youth to be involved in demanding and supporting efficient and accountable governance and informed policy makers to inspire a vibrant future. PFI will act as a catalyst, a facilitator to offer compelling evidence based scholarship, thought leadership and convention inform, inspire and initiate actions that will contribute to and strengthen our national plans and priorities. We will realize our mission by building leadership and public accountability, influencing social norms, reframing public discourse and collaborating with national and global initiatives in population studies and family planning. We believe that our mission will significantly contribute to India's commitment to achieving Sustainable Development Goals and FP2020 targets.

OUR VALUES

MUTUAL RESPECT	EQUITY AND JUSTICE
INTEGRITY	WOMEN'S RIGHTS
COURAGE OF CONVICTION	INDEPENDENCE
CORE VALUES	HUMILITY

OUR MISSION

To advance gender-sensitive, rights-based population and family planning policies and actions for a just, equitable and prosperous society.

STRATEGIC OBJECTIVE 1

To advance family planning and reproductive health as drivers of individual rights

- Girls and women are able to take informed choices for exercising their bodily rights without fear or inhibition
- Young people and women are able to access to high quality and affordable family planning services and reproductive health care

STRATEGIC OBJECTIVE 2

To position family planning and population measures as critical drivers of sustainable growth and development in India

- Family Planning and women's rights are national priorities that help realize higher growth and sustainable development.
- Strong rights based policies, adequate budgets and efficient public institutions help build and sustain quality of life and wellbeing.

STRATEGIC OBJECTIVE 3

To ensure family planning and reproductive health becomes drivers of youth leadership for social transformation at scale

- Gender sensitive family planning and reproductive health rights and services form the fulcrum of all social development plans and actions
- Young people, particularly among women, are leading grassroots transformation towards a just and equitable social system

OUR APPROACH

ADVOCACY:

Global thought leadership, high quality evidence-based narratives to inform and inspire law makers for comprehensive family planning and reproductive health policies; shaping family planning discourses within sustainable

BEHAVIOR CHANGE:

Utilize power of technology and new-age media platforms targeted intervention on reproductive health education and gender sensitive behavior, attitudes and practices of the society, particularly young people

ACCOUNTABILITY:

Promote agency of youth, particularly girls and women, within community led participatory governance initiatives to enhance efficiency and accountability of public systems and delivery services