

JOB DESCRIPTION

Consultant – Accounts & Admin Executive (One Vacancy)

Bharat Rural Livelihoods Foundation, Nagpur, Maharashtra

1. POSITION VACANT: Consultant - Accounts & Admin Executive (One Vacancy), Bharat Rural Livelihoods Foundation, Nagpur, Maharashtra

2. ORGANISATION BACKGROUND:

Government of India (GOI) initiated **Bharat Rural Livelihoods Foundation (BRLF)** as an independent organization under the Societies Registration Act, to facilitate civil society action in partnership with the Central and State Governments, for transforming livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative, and the **Foundation** is constituted as a partnership between Government on the one hand and private sector philanthropies, public and private sector undertakings (under Corporate Social Responsibility), on the other. Major functions of **BRLF** comprise the provision of financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling proven interventions, invest in institutional strengthening of smaller CSOs and capacity building of professional human resources working at the grassroots. The General Body and Executive Committee of **BRLF** are constituted by eminent individuals, as well as ex-officio representatives from private philanthropies, public and private sector organizations, financial institutions, State Governments and **GOI**.

For more details, please visit our website: www.brif.in

ABOUT “High Impact Mega-Watershed Project”, Maharashtra

BRLF and Commissioner Office, MGNREGS, Nagpur, Govt. of Maharashtra signed an MoU on September 8, 2022 to implement a **High Impact Mega Watershed Project** in the 26 blocks of 5 districts of Maharashtra. The goal of the project is to double the income of at least 1,00,000 small and marginal households on a sustainable basis. This is a five-year project. The implementation strategy of this proposed project envisages that the selected CSOs will provide facilitation support to the Gram Panchayats and front line MGNREGA functionaries for participatory planning and provide onsite technical support for better implementation of the planned interventions.

For robust monitoring and evaluation, a **State project Management Unit (SPMU)** was set up in Nagpur. The **SPMU** will have its dedicated staff and will work under the guidance and leadership of MGNREGA Commissioner, GoMH and **BRLF**.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

BRLF is looking for passionate and motivated professionals to join SPMU, Nagpur, Maharashtra.

The **Consultant - Accounts & Admin Executive** shall be responsible for the following:

Key Job Responsibilities:

1. Maintain the tracker of petty advance and settlement of travel & vendor's bills an of the project;
2. Develop the Monthly, Quarterly Financial Reports and submitting them to the BRLF Finance Department;
3. Maintain the Cash Book and Ledger with Income and Expenditure in computer-based accounting software and maintain the procurement procedure;
4. Ensure the empanelment of vendors as per the standard procedures for the requirement of repeated services (e.g., Vehicle hire, Hotel booking etc.).
5. Procurement of goods and services as per the approved budget with close coordination from HO;
6. Provide all the accounts and administrative related documents for Audit purposes and maintain the record;
7. Monitor/verify the expenditure in relation to the physical expenditure done in the project and work in coordination with the SPMU and the Team Leader, SPMU and HO finance and admin team.
8. Manage utilities and maintenance of SPMU office;
9. Any other duties assigned by the supervisor.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification:

Applicants must be a graduate or post graduate in Commerce and administration.

Experience:

Minimum three to five years of experience in managing accounts and finance preferably in any development sector or similar organization.

Essential Skills and Competencies:

- (1) Well versed with statutory compliances and procurement processes.
- (2) Excellent speaking, reading and writing skills in English and Marathi (Priority) and in Hindi (Preferred) are required;
- (3) Ability to work in a multi-cultural/ multi-disciplinary team;
- (4) Ability to multi-task and work well in such a team;
- (5) Willing to travel.

5. COMPENSATION OFFERED:

The remuneration package budgeted for the position is between INR 40,000 to INR 45,000 per month. Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

6. NUMBER OF VACANCIES: One Vacancy

7. LOCATION(s): Nagpur

8. CONTRACT TYPE AND PERIOD:

This is a contractual engagement for a period of six months. The engagement may be renewed/ extended based on the performance and requirements of the organization.

9. REFERENCE: CAAE-MH-BRLF

10. Apply : [Click here to apply](#)

BRLF is an equal opportunity organization without discrimination by virtue of religious belief, social class, caste, special ability, or gender.