



sochara
building community health

ಸಮುದಾಯ ಆರೋಗ್ಯ ಜಾಗೃತಿ, ಸಂಶೋಧನೆ ಮತ್ತು ಕ್ರಿಯಾ ಸಂಸ್ಥೆ

Society for Community Health Awareness, Research and Action - SOCHARA

Registered under the Karnataka Societies Registration Act 17 of 1960, S.No. 44/91-92.

11-08-2025

VACANCY FOR **ACCOUNTANT** POST AT SOCHARA

Advertisement for the Position of Accountant

Job Summary:

The post holder will be responsible for providing effective and efficient day to day accounting and administrative support to SOCHARA's Accounts and Administration team at SOCHARA Bangalore Office.

The role will involve taking complete responsibility of the Project Accounts, and supporting the Accounts and Admin team in their day to day functions pertaining to various ongoing projects.

They will be responsible for managing and prioritizing their own workload and will be required to use their own initiatives. The post holder will be required to work as a team member.

Educational and Experience Requirements:

Qualification: M.Com / B. Com / BBA (Finance)

Experience: (1) Minimum 4 years of experience in Hardcore Accounting and Statutory compliances and (2) minimum 2 years of experience working in an NGO/Voluntary sector will be preferable.

Knowledge of appropriate computer skills including: Tally Software (Prime/ERP 9), Payroll Management, Fixed Assets Management, MS-office, word, excel, power point presentation, emails, online meetings apps. Etc.

- Good command and understanding of the English language (including verbal and written communication skills)
- Good organizational, multitasking and time management skills

Qualities and Values:

- Motivated, flexible, Proactive, Tactful, courteous and polite with utmost integrity.
- Ability to work with a multidisciplinary and diverse set of people.
- Act in accordance with organizational policies and procedures.

Roles and Responsibilities:

Provide day to day accounting and administrative support to the SOCHARA- team through:

- Verification of bills and supporting documents
- Preparation of journal vouchers
- Getting approval of the vouchers from authorized signatories
- Day to day Entering of vouchers in Tally Soft Ware – **Prime**
- Printing of vouchers and taking approval for payments from authorized signatories
- Processing of payments to various parties and vendors as per the requirements
- Processing of Tax deducted at source and other statutory payments on time every time
- Preparation of Bank Reconciliation Statements on a monthly basis and filing
- Preparation of variance reports and discussion with the project team at regular intervals

- Preparation of quarterly reports, and any other financial reports as required by the project team at regular intervals
- Supporting Accounts & Administrative officers in their day to day accounting functions
- Maintaining of files related to accounts, filing of vouchers etc.
- Supporting the accounts team during Internal, Statutory and Project Audits
- Liaisoning with Bank and supporting the team in bank related works
- Liaisoning with various government officials as when required especially
- **Minimum knowledge about NGO statutory compliances including FCRA regulations**

Remuneration: Remuneration will be commensurate with experience,

How to apply?

- Write to the Secretary-Coordinator, SOCHARA, Bangalore by email (details given below), with your CV.
- Provide the names of at least two referees with their postal address, telephone numbers and email address;

Please write to us for any further queries. Interview – face-to-face in Bangalore or via zoom call for short listed candidates.

LAST DATE: 25th August 2025

Apply to: The Secretary - Coordinator, SOCHARA, No. 359, 1st Main, 1st Block, Koramangala, Bangalore – 560 034.
Phone: 080-25531518

Email: admin@sochara.org / prafulla@sochara.org