

Job Description

Position: Account Assistant

Organization: All India Disaster Mitigation Institute (AIDMI)

Location: Ahmedabad, Gujarat, India

Job Type: Full-time

Application Deadline: May 15, 2025

A. About AIDMI

The All India Disaster Mitigation Institute (AIDMI) is a community-based action research, action planning and action advocacy local organisation, working towards bridging the gap between policy, practice and research related to humanitarian action, disaster risk reduction and climate resilience. For more details, visit www.aidmi.org.

B. Overview

AIDMI is seeking a dedicated, detail-oriented, and tech-savvy candidate to join our team as an **Account Assistant**. This role is crucial for managing and monitoring accounts, finance, and program-related work, ensuring compliance with both organizational and project-specific financial obligations. This is a one-year contract with a yearly extension based on the review. We encourage women, *Dalits*, disabled, and minorities to apply.

C. Roles and Responsibilities

Accounts Management

- Verify all vouchers, bills, and expenditures incurred by the team, ensuring they align with the organization's policy statements and reports before forwarding them to the Authorised Signatory.
- Maintain books of accounts for the organization and its projects.
- Prepare project utilization statements, attend audits, resolve queries, and prepare quarterly balance sheets for the organization and its projects.
- Prepare FCRA reports quarterly and manage necessary processes upon project completion.
- Prepare monthly MIS reports, maintain and update the Fixed Asset Register, Deadstock Register, and Investment Register, and reconcile TDS receivables monthly.
- Prepare the organizational budget, manage accounts vouchers, and handle related correspondence for projects on a day-to-day basis.
- Prepare budgets with costing for new proposals.
- Conducted audits and finalized the organization's account as well as projects.

- Prepare yearly FCRA Return, Organisational Balance Sheet, and Project Balance Sheets.

Administration

- Handle bank-related work and other account and organisation-related tasks. Assist with administrative work, project-related program work, and fieldwork as needed.

Compliance & Audit

- Ensure all financial and accounting transactions comply with organizational policies and statutory regulations. Collaborate with auditors for the organization's audits as per the audit plan.

Support

- Coordinate between Programme and Accounts teams, liaise with funding agencies, and submit required documentation.
- Support the Senior Associate Head of Finance during the development of organizational budgets and annual plans/objectives.
- Demonstrate proficiency in MS Office and accounting software, especially Tally Prime.

D. Qualifications

- Bachelor of Commerce with 4-5 years of experience, or Master of Commerce with 3-4 years of experience.
- Strong knowledge of accounting principles and regulations.
- Proficient in accounting software (e.g., Tally Prime, CCC) and MS Office; experience with specific software is advantageous.
- Strong attention to detail and ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.

E. Application Process

Interested candidates should submit their application using this link: <https://aidmi.org/application-form/>. The full selection process will include suitable assessments and interviews.

1. Detailed CV
2. Cover letter
3. Two professional references
4. Writing sample

Application Deadline: Applications must be submitted by May 15, 2025.