

Job ID: 283218



Accounts Officer

Integrated Development Foundation (IDF)

Location: Sheikhpura, Bihar

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📅 Apply by: 05 Jan 2026

Relevant Sectors

Health, Doctors, Nurses, HIV/AIDS, Nutrition

Private Sector, Corporate Social Responsibility

Social, Gender, Education, Youth, Child

Accounts Officer for Tata Trust supported Project

Integrated Development Foundation (IDF), a professionally managed development organization, has been working in the states of Bihar & Jharkhand for the last two and a half decades. IDF interventions focus on the empowerment of the marginalized communities and encompasses work related to Livelihood Protection & Enhancement, Agriculture, Adolescent issues, Water & Sanitation, Health & Nutrition, Child Care, Protection & development, DRR, Quality Education and Women Empowerment. For more information about IDF visit www.idfngo.org

IDF is looking for qualified and competent persons for the position of **Accounts Officer** for Nutrition Project supported by **Sir Dorabji Tata Trust** in Sheikhpura district. The overall goal of the Project is to ensure that the children and pregnant & lactating women achieve sustainable improvement in their food and nutrition intake.

No. of Positions: 01

Location: Sheikhpura, Bihar

Remuneration: 43000/ month, Cost to Organisation (CTO)

Qualification & Competence: Applicant must have the minimum qualification of B. Com and adept in basics of accounts and finance management. Minimum 5 years' experience would be required in domain of accounting. Person having good exposure in social sector accounting would be given preference.

Roles & Responsibilities of Accounts Officer: -

- Maintain accurate and up-to-date books of accounts as per accounting standards and organizational policies. Ensure timely posting of all receipts, payments, and adjustments.
- Assist in preparing annual budgets, project budgets, and donor-specific financial plans. Track budget utilization and provide variance analysis to project teams.
- Ensure all expenditures comply with donor guidelines and approved budget lines. Maintain documentation required for audits and donor verifications.
- Process vendor payments, staff reimbursements, and partner advances and ensure that supporting documents and approvals are accorded by competent person.
- Handle bank transactions—deposits, withdrawals, fund transfers, and bank reconciliations. Monitor receipt of donor tranches and interest earned on bank accounts.
- Prepare and organize audit schedules, vouchers, and supporting documents. Ensure timely closure of audit queries and implementation of recommendations.
- Ensure timely submission of statutory dues and coordinate with consultants for filing returns and maintaining compliance records.
- Maintain voucher files, grant documents, contracts, and financial correspondence. Digitize and archive financial data as per organizational policy and ensure confidentiality of financial information.
- Work Closely with Programme team for financial planning & tracking

Interested candidates can send a Cover Letter and their detailed CV to the Email ID: idfapply@gmail.com latest by **5th of January 2026**. Please mention the position "**Application for Accounts Officer- Nutrition Project**" in the Subject matter of your email.

Job Email ID: [idfapply\(at\)gmail.com](mailto:idfapply(at)gmail.com)

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