WE ARE HIRING!

Vishakha Mahila Shiksha Evam Shodh Samiti, Rajasthan
Vishakha is a voluntary organisation working for the empowerment of women, young people and marginalised communities. Since 1991, we have been working with communities, institutions and the state to challenge inequitable gender norms and enhance opportunities for learning, education, prevention of violence, health and wellbeing.
Vishakha invites applications from committed and experienced professionals for the following positions:

1. SENIOR ACCOUNTANT
Number of Positions: 1
Location: Jaipur | Women candidates only
About the Role
The Senior Accountant will be responsible for managing the organisation's financial and accounting systems, ensuring accurate financial records, timely reporting and compliance with statutory and donor requirements.
Key Responsibilities

- Manage day-to-day accounting operations, books of accounts, vouchers, ledgers and bank reconciliations.
- Monitor project-wise budgets, expenditure and fund utilisation.
- Prepare financial statements, utilisation certificates and donor financial reports.
- Ensure statutory and regulatory compliance, including TDS, GST, PF and other applicable requirements.
- Coordinate internal and external audits and facilitate audit documentation.
- Support organisational budgeting, financial planning and expenditure monitoring.
- Coordinate with programme teams, management, donors and auditors on financial matters.

Qualifications and Experience

- B.Com / M.Com or equivalent qualification in Finance or Accounting.
- 8–10 years of relevant professional experience, preferably in the NGO/development sector.
- Strong knowledge of accounting, financial management, budgeting and statutory compliances.
- Proficiency in Tally ERP 9, MS Excel and other relevant accounting applications.
- Ability to independently manage accounting systems and financial reporting.

HOW TO APPLY
Interested candidates may send their CV and a brief cover letter to applytovishakha@gmail.com by **30th November 2026**, mentioning the position applied for in the subject line.
Only shortlisted candidates will be contacted.

The Senior Accountant position is open to women candidates only.