Position/Title: Consultant – Accounts and Finance

Organization: Partners for Urban Knowledge, Action and Research (PUKAR)

Apply By: December 10, 2026 | **Email Applications:** hr@pukar.org.in

About PUKAR: visit www.pukar.org.in | **Location:** Mumbai

Nature of Engagement: Contract Basis (One year contract and extendable)

Mumbai based candidates will be preferred.

EDUCATIONAL REQUIREMENTS:

- Graduation in commerce

WORK EXPERIENCE:

- Three to Five years of work experience in social sector
- Knowledge of FCRA, The Bombay Public Trust Act, CSR, Income Tax, GST, and related acts, payroll management and other compliances is a must
- Experience in managing statutory audit process

REQUIRED SKILLS:

- Ability to handle sensitive and confidential information
- MS office. Expert in MS Excel
- Tally ERP
- Attention to details
- Ability to work in short deadlines
- Good communication skill

JOB RESPONSIBILITIES:

- Preparing annual budget
- Doing financial planning, monitoring, and evaluation to ensure all finances and budgets are established in order to enhance cost effectiveness
- Handling all aspects of accounting, including data entry, vouching, documentation, ledger review, and payment/receipt processing
- Finalizing accounts and managing internal as well as statutory audit
- Payroll management that includes preparing and submitting TDS, Profession Tax etc.
- Preparing and submitting Change Report, Annual Budget and Accounts Submission to the Charity Commissioner Office as and when required
- Ensuring timely preparation and submission of compliance related documents/reports to various authorities such as FCRA, Income Tax etc.
- Being aware of changing compliance landscapes related to FCRA, Income Tax, Charity Commissioner, banking etc.
- Preparing and submitting financial reports to funders as and when required

- Submitting reports/budgets to trustees as and when required
- Ensuring all banking operations are aligned to approved authorization and approval matrices and regulatory requirements

WORKING HOURS:

- Five days per week
- The person must also be willing to work on holidays as and when required
- The person must also be willing to work extra hours if required

PROFESSIONAL FEE:

- Up to rupees 75000/- (Rupees Seventy Five Thousand only) per month

Email your CV to **hr@pukar.org.in** along with-

- A covering letter
- Notice Period required by you. *The candidates who can join immediately will be preferred.*
- Two personal references of people who directly supervised you in the last 2 years
- Subject line should be- ***"Application for the post of Consultant – Accounts and Finance PUKAR"***
- Applications will be reviewed on a rolling basis
- Only short-listed candidates shall be contacted