

Job Announcement: Accounts and Admin. Coordinator

Organization: Youth for Social Development (YSD)

Location: Berhampur, Ganjam, Odisha

Employment Type: Full-time

Reporting to: Finance and Admin. Officer

About Youth for Social Development (YSD) : Youth for Social Development (YSD) is a development organization working with duty bearers and rights holders to enhance the quality of life of marginalized rural and urban communities in Odisha. YSD works across sectors including child rights, health, education, nutrition, governance, water and sanitation, climate resilience, youth empowerment, and sustainable livelihoods. Through research, advocacy, community mobilization, and institutional strengthening, YSD promotes equitable access to services and opportunities for vulnerable populations.

Position Overview : YSD is seeking a committed, organized, and detail-oriented Accounts and Admin Coordinator for head office Berhampur, Ganjam, Odisha.

The Accounts and Admin. Coordinator will play a critical role in ensuring the smooth functioning of YSD operations through efficient procurement, inventory management, accounting support, documentation, and timely financial processing. The position will be responsible for ensuring smooth implementation of all projects of YSD while maintaining proper financial records and compliance with organizational policies. Write detailed Job Description

Key Roles and Responsibilities

1. Manage day-to-day accounting operations and ensure accurate recording and processing of all financial transactions.
2. Ensure timely financial reporting and compliance with statutory, donor, and organizational financial requirements.
3. Coordinate procurement and vendor management in accordance with YSD's procurement policies and procedures.
4. Manage inventory, fixed assets, and office administration to ensure efficient organizational operations.
5. Provide financial coordination and budget monitoring support for all YSD projects and programmes.
6. Maintain organized financial, administrative, procurement, and statutory records for effective documentation and audit readiness.
7. Support internal controls, statutory compliance, and internal, external, and donor audits by ensuring proper documentation and corrective actions.
8. Coordinate with programme teams, government departments, vendors, auditors, banks, and other stakeholders to ensure smooth administrative and financial operations across YSD.

Qualification

- Bachelor's degree in Commerce (B.Com), Accounting, Finance, Business Administration, or a related discipline.
- M.Com/MBA (Finance) will be an added advantage.

Experience

- Minimum **3–5 years** of relevant experience in accounts and administration.
- Experience working with NGOs, development organizations, or donor-funded projects is desirable.
- Experience in handling multiple projects and donor compliance will be an added advantage.

Required Skills

1. Strong knowledge of accounting principles, financial management, statutory compliance (TDS, EPF, ESI, GST, Income Tax), and proficiency in Tally ERP/Tally Prime or similar accounting software.
2. Proficiency in MS Office (Excel, Word) and Google Workspace, with strong documentation, record management, analytical, and problem-solving skills.
3. Excellent organizational, multitasking, and communication skills, with the ability to work independently, manage priorities, and meet deadlines.
4. High standards of integrity, confidentiality, accountability, and commitment to organizational policies and professional ethics.
5. Local candidates and women are encouraged to apply.

Remuneration & Benefits

- A fixed compensation between 3 to 3.6 LPA based on qualifications and experience.
- Travel and field allowances as per organizational policy.
- Provident Fund and statutory benefits as applicable.
- Professional development opportunities.

How to Apply: Interested candidates are requested to send their CV to careerysd@gmail.com Last Date for Application is **19 September, 2026**

Only shortlisted candidates will be contacted for the next stage of the selection process. Please do not make phone inquiries regarding the status of your application. **Expected Date of Joining:** Immediate, preferably on or before **1 October 2026**.