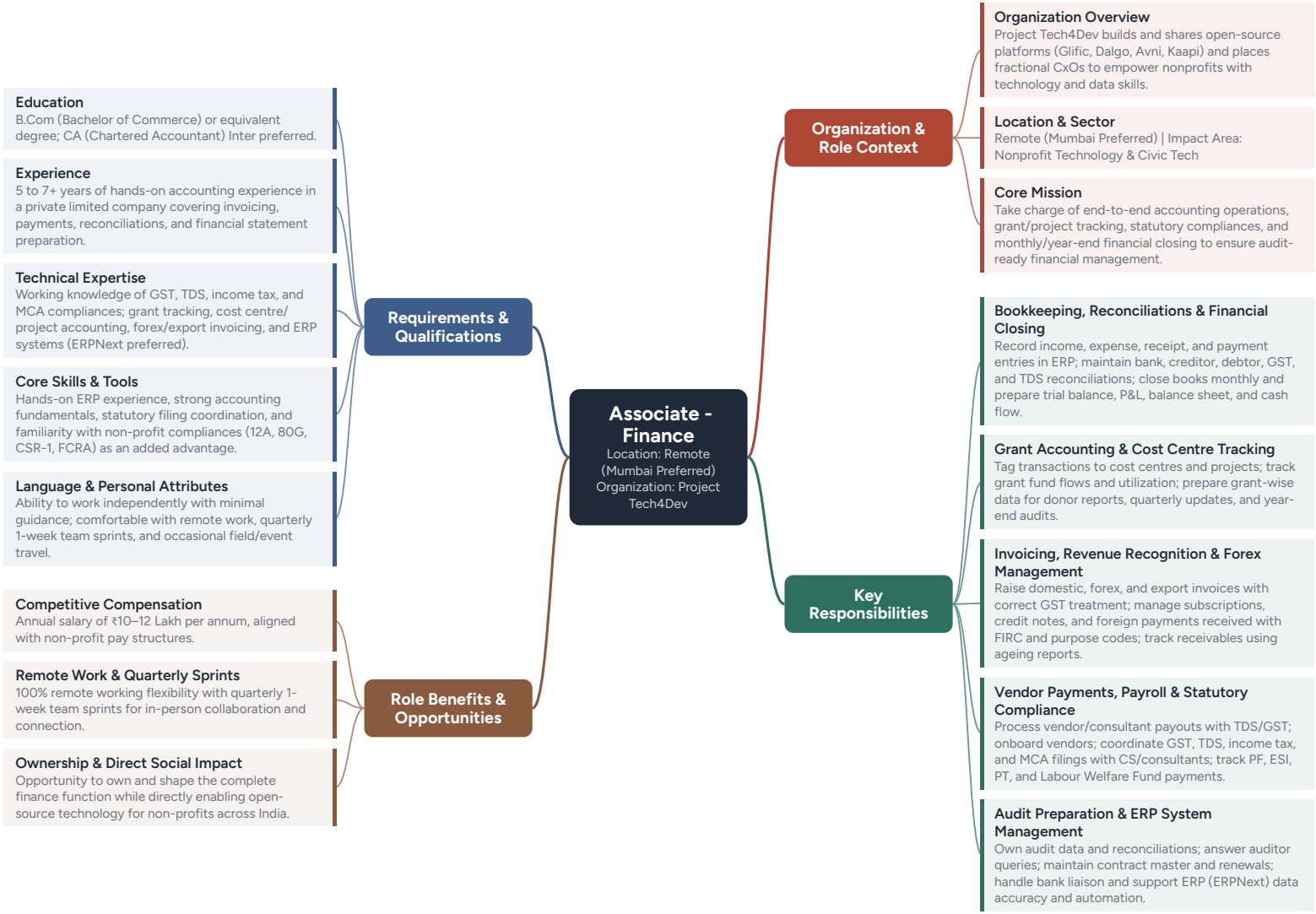
Project Tech4Dev

Associate - Finance | Project Tech4Dev | ₹10-12 LPA

Remote · full-time · mid level · ₹83,333 - ₹1,00,000 /month

Application Assist →

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Skills this role needs

Accounting and book closure	GST and TDS compliance	ERPNext	Grant tracking and reporting	Audit support

Job description

Project Tech4Dev

Project Tech4Dev helps nonprofits use technology to do more good. It builds and shares open source platforms that NGOs (non-governmental organisations) can use for free, including Glific, Dalgo, Avni and Kaapi. It also helps nonprofits build their own technology and data skills by placing experienced technology professionals with them through its Fractional CxO (part-time chief technology, data or other senior officer) Program. The goal is simple: give nonprofits the tools and know-how they need to reach more people. This role sits within Project Tech4Dev's Operations team, which keeps the organisation running smoothly behind the scenes.

Role

As Associate - Finance, you will take charge of the organisation's accounts, from invoices and payments to closing the books each month, preparing financial statements and getting everything ready for audits. You will bring accuracy, order and timeliness to the finance work. This role suits an experienced accountant with strong basics, good knowledge of GST (Goods and Services Tax), TDS (Tax Deducted at Source), income tax and MCA (Ministry of Corporate Affairs) compliances, hands-on ERP (enterprise resource planning) experience, and exposure to grant and project-based accounting. You should be able to work with little guidance, close the books on your own and deliver reports and audit-ready data you can stand behind.

Responsibilities

- Record all income, expense, receipt and payment entries in the ERP on time, and keep bank, creditor, debtor, GST and TDS reconciliations up to date, including revenue recognition and deferred revenue.
- Close the books by the agreed date every month and prepare the trial balance, P&L (profit and loss) statement, balance sheet and cash flow, supporting year-end finalisation with auditors.
- Tag every transaction to the right cost centre and project, and prepare project-wise and cost centre-wise reports.
- Track grants, fund flow and fund use, keep grant records, and prepare grant-wise data for quarterly reports, donor reports and audits.
- Raise customer, forex and export invoices with the correct GST treatment, manage subscriptions and credit notes, record foreign payments received with FIRC (Foreign Inward Remittance Certificate) and purpose codes, and follow up on money owed using ageing reports.
- Process vendor, consultant, reimbursement and credit card entries with the correct TDS and GST treatment, onboard vendors, and prepare payouts and bank payments.
- Coordinate with consultants and the CS (Company Secretary) team on GST, TDS, income tax and MCA filings by sharing accurate data before due dates, reviewing drafts and following up until filing, and track PF (Provident Fund), ESI (Employees' State Insurance), PT (Professional Tax) and Labour Welfare Fund payments.
- Own audit data and reconciliations before each audit begins, answer auditor queries on time, maintain the contract master and renewals, handle bank liaison and keep ERP data accurate while supporting automation.

Requirements

- B.Com (Bachelor of Commerce) or an equivalent degree, with CA (Chartered Accountant) Inter preferred, though B.Com candidates with strong relevant experience can also apply.
- 5 to 7 years of hands-on accounting experience in a private limited company, covering invoicing, payments, reconciliations, month-end and year-end closing and financial statements, and candidates with more experience are welcome.
- Working knowledge of GST, TDS, income tax and MCA annual compliances, with experience of working with consultants on these statutory filings in a past organisation.

- Exposure to grant tracking and reporting, and to cost centre and project-based accounting.
- Experience with forex and export invoicing.
- Hands-on experience with an ERP system, with ERPNext preferred and any ERP acceptable.
- Familiarity with nonprofit compliances such as 12A, 80G, CSR-1 (Corporate Social Responsibility) and FCRA (Foreign Contribution Regulation Act) is a plus.
- Ability to work remotely (Mumbai preferred), travel once a quarter for a one-week team sprint, and travel when needed for NGO field visits, team meetings, hackathons and events.

Benefits

- Annual pay of ₹10-12 lakh, based on experience and aligned with a nonprofit pay structure.
- Remote work, with a quarterly one-week team sprint to work together and connect in person.
- A chance to own the full finance function and shape how it runs.
- Work that directly supports technology for nonprofits across India.
- A clear selection process with a short practical assessment followed by an interview.

Apply

Check your fit for the role and receive the apply link in your mailbox

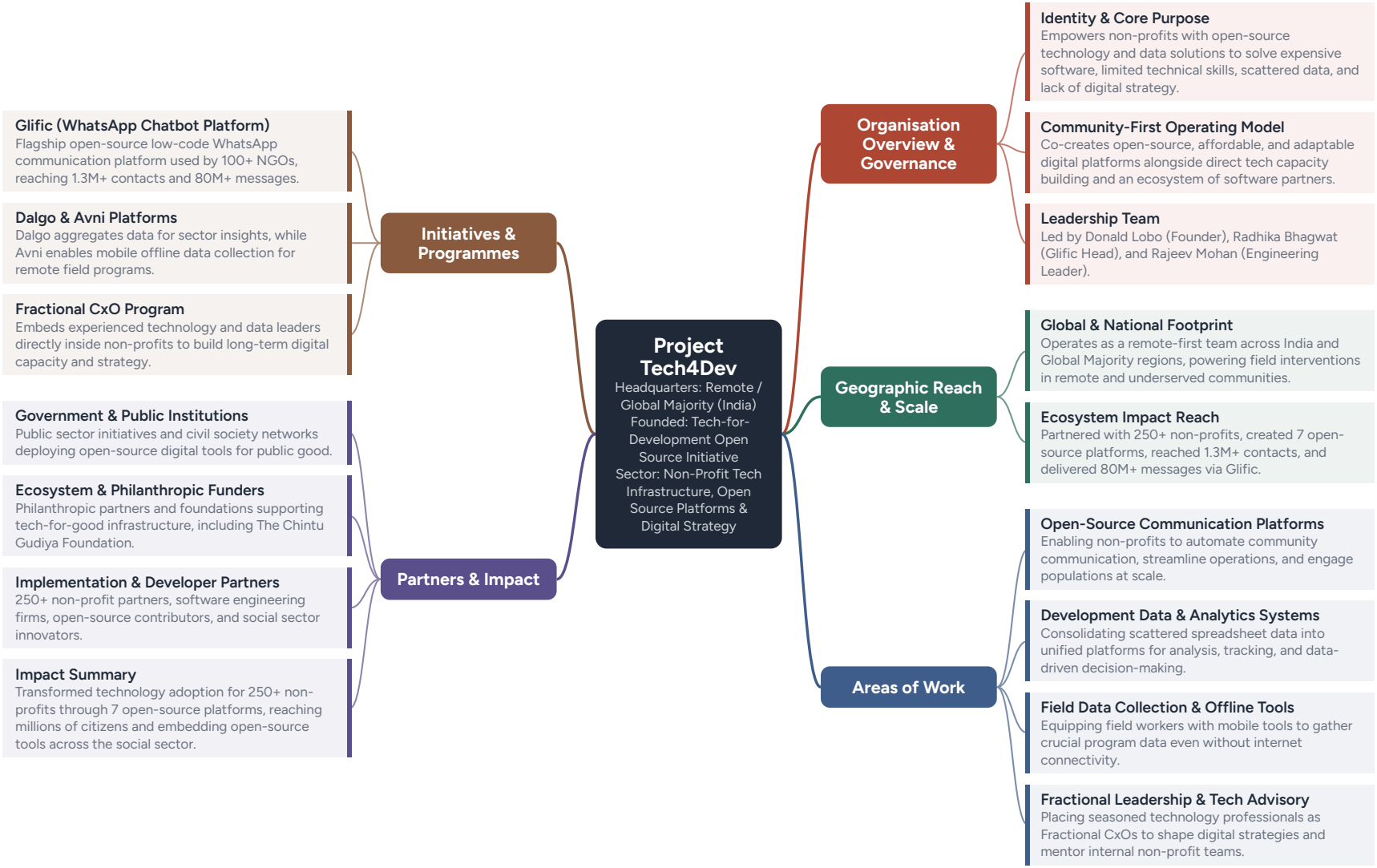
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About the organisation

Project Tech4Dev

Technology for Development / Nonprofit Technology & Data Services

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About Project Tech4Dev

Project Tech4Dev is dedicated to empowering nonprofits with the technology and data solutions they need to maximize their impact. Recognizing that many organizations in the social sector face significant challenges such as expensive software, limited technical skills, scattered data, and a lack of long-term digital strategy Tech4Dev's mission is to bridge these gaps by making technology both accessible and effective for nonprofits, regardless of their size or budget.

Tech4Dev takes a collaborative, community-first approach. The team listens closely to the needs of nonprofits and co-creates solutions that work in real-world settings. At the heart of their work are open source platforms designed specifically for the sector. One flagship offering is Glific, a low-code WhatsApp chatbot platform that enables nonprofits to automate communication, engage communities, and streamline operations. Glific is already used by over 100 NGOs, reaching more than 1.3 million contacts and facilitating over 80 million messages.

Another key platform is the Development Data Platform (Dalgo), which allows nonprofits to consolidate all their data in one place, making it easier to analyze, track, and use for decision-making. Dalgo helps organizations move from scattered spreadsheets to actionable insights, fostering a truly data-driven culture. Avni, Tech4Dev's mobile and offline data collection tool, empowers field workers to gather crucial information even without internet access, supporting programs that reach remote and underserved communities.

Tech4Dev's work extends beyond providing technology tools. The organization understands that lasting change comes from building skills and confidence within nonprofits themselves. Their Fractional CxO Program places seasoned technology professionals directly with nonprofits, where they help shape tech and data strategies, set up efficient systems, and mentor teams ensuring organizations are well-equipped for long-term success.

The impact of Tech4Dev is amplified by a network of software firms, ecosystem partners, and funders, including The Chintu Gudiya Foundation. Tech4Dev has become a trusted advisor and implementer, helping organizations put technology at the core of their programs and scale their impact. By focusing on open source, Tech4Dev ensures that their solutions are affordable, adaptable, and available for anyone to use and build upon.

Meet the team Donald Lobo (Founder) - LinkedIn Radhika Bhagwat (Glific Head) - LinkedIn Rajeev Mohan (Engineering Leader) - LinkedIn

Since its inception, Tech4Dev has partnered with over 250 nonprofits and supported the development and implementation of seven open source platforms. Their vision is a world where every nonprofit can harness the power of technology and data to drive social change. At its core, Project Tech4Dev believes that technology should be a tool for empowerment, not a barrier. The team is committed to helping nonprofits navigate the digital landscape, build their capacity, and create lasting impact. For those passionate about using technology for good, Tech4Dev offers the expertise, tools, and support to help organizations amplify their mission and reach more people, more effectively.

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