+91-9893554481
contactus@sangath.in
Sangath.in

Date: 30th October 2026

Position Overview

Role: Assistant Account Officer
Number of Position: 01
Duration: 1 Year
Project: Bhopal Hub
Location: Bhopal, Madhya Pradesh
Time: Full time (5 days a week)
Report to: Director Admin and Finance

About Sangath

Sangath is a leading non-profit organization dedicated to transforming healthcare by focusing on mental health and public health initiatives. Our mission is to empower communities through world-class research, innovative healthcare solutions, and compassion-driven services. We are proud to have recently been recognized with the prestigious "Great Place to Work" award, a testament to our commitment to fostering an inclusive and supportive work culture.

Our Values

At Sangath, our values form the cornerstone of everything we do. For nearly three decades, we have passionately upheld a belief in the power of empathy, teamwork, and respect for every individual we serve and work with. We are committed to excellence in delivering world-class research and mental health services, backed by professional rigor and cutting-edge technology.

Our drive for innovation keeps us forward-thinking, always learning and evolving to solve complex healthcare challenges. We take pride in our unwavering integrity, ensuring transparency, accountability, and ethical practices throughout our work. Finally, we hold performance as a key measure of success, continuously striving for impactful, sustainable solutions. These values have been the backbone of our organization, guiding us on a journey of creating lasting changes in the communities we serve.

Benefits

We believe in taking care of our team as much as they care for our mission. Sangath offers a dynamic range of benefits that reflect our commitment to our employees' well-being and professional growth. We offer flexible work timings to promote a healthy work-life balance, along with special leaves such as Menstrual Leave and Gender Affirmation Leave. Our progressive work-from-home policy is designed to give employees the flexibility they need in today's changing work environment. Joining Sangath means being part of an organization that truly values and supports its people.

Essential Candidate requirements

- Graduate/Post-Graduate in Commerce, Accounting, Finance, or a related field.
- Minimum 2–3 years of relevant work experience in accounting and financial management.
- Strong understanding of accounting principles, financial reporting, bookkeeping, and reconciliation processes.
- Proficiency in MS Office applications (especially Excel), internet applications, and Tally or other accounting software.

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- Ability to communicate effectively in English and the local language.
- Strong organizational, documentation, and multitasking skills.
- Ability to work independently with attention to detail and minimal supervision.
- Honest, punctual, reliable, and committed to maintaining confidentiality and professional ethics.

The roles of the accountant will be:

- Maintaining day-to-day project/Hub IDC accounts in Tally, including accounting for cash and cheque transactions related to payments, procurement, fees, and other project expenses, including foreign grant accounting.
- Bank reconciliation weekly and monitor the funds balances.
- Conducting bank reconciliation and fund reconciliation on a regular basis.
- Processing IOUs and settlement of petty cash expenses.
- Managing and monitoring project budgets and financial utilization.
- Coordinate with the central finance team and supporting the conduct of financial audits.
- Managing TDS-related activities, including deduction, deposit, and data entry/documentation.
- Coordinating and corresponding with banks and programme coordinators to ensure smooth financial operations.
- Review monthly financial statements for projects and report budget variances.
- Ensuring proper filing and maintenance of accounting records along with supporting documents.
- Printing, scanning, organizing, and numbering vouchers as per Tally records.
- Undertaking any other responsibilities assigned by the line manager through mutual agreement.

Remuneration and contractual duration

Remuneration for this position will be commensurate with qualifications and experience and as per applicable SANGATH Policy. The initial appointment will be made for **six months' probation period** from the date of joining and will be extendable based on the performance and availability of funds.

Last Date and address for applications

Interested candidates are requested to send their updated CV with the subject line "Application for Assistant Accountant Officer" to admin.bhopal@sangath.in on or before **15th November 2026**. Only shortlisted candidates will be contacted for the next stage of the selection process.

Full applications must include a detailed CV along with a support letter from two of your referees.

*Incomplete applications will not be considered.

Equal Opportunity

Sangath is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, colour, national origin, gender, gender identity, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with a disability.