+91-95525 30557
contactus@sangath.in
Sangath.in

Position Overview

Position Title : Admin cum Finance Assistant
Number of Positions: 01
Project Name : BJCCI Project
Location : Pune
Reports to : Assistant Coordinator and Program Lead
Tenure : 21 months
(Note : Performance will be reviewed at the end of each year and the appointment for the subsequent year will be renewed based on satisfactory performance. The position is co-terminus with the project.)

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 change 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. These include Provident Fund (PF), ESIC, Gratuity, and comprehensive Medical Insurance, ensuring financial and health security. 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.

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About the programme

The prevalence of mental illness is high among adolescents adding to the mortality burden in the young people. Poor mental health can be associated with childhood adversities which can be outcome of poverty, low education and deprived social and family life. Adolescents residing in Child Care Institutions (CCIs) /Shelter homes face dual risk of poor mental health due to history of childhood trauma and challenges and complexities associated with their lives in the CCIs. We will also address the self care and stress management modules for the Caregivers handling the children housed in the CCIs. We will be working in 6 CCIs in Pune district. The intervention will be delivered by Intervention Facilitators.

About the role

Sangath is looking to recruit Admin cum Finance Assistant for the CCI project. The role involves handling of administrative tasks at Pune site. The details are given below.

Roles & Responsibilities

- Assisting with administrative tasks of the project such as maintaining records/ office, submission of vouchers, and other project admin and finance tasks
- Assisting with collation of materials for newsletters designing of project related content etc.
- Obtaining quotations, following up on order placed for project related purchases etc.
- Manage vehicle booking for project activities
- Settling of project expenses in prescribed formats
- Maintaining project staff leave records and appraisals
- Maintaining of stationery and communication requirements
- Allocating stationery and reporting forms to project teams
- Assisting in the recruitment processes
- Assisting in matters related to staff PF/ESIC.
- Coordinating vendor registration
- Coordinating and working across projects if need be.
- Working in coordination with Program Admin staff based at Head office for Project related task
- Reporting to Assistant Coordinator and Project Lead on a regular basis
- Participate in other Sangath activities

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Qualifications & Experience

Essential Criteria

- Minimum Graduate degree in Commerce and Accountancy/Office Management/Mass Communications
- Minimum 1-year experience of working in office administration/finance
- Good communication in English and local languages verbal and written
- Good computing skills (Knowledge of Tally, MS office, Canva, English/Marathi typing)
- Good interpersonal skills
- Good organizational skills and multitasking ability
- Willing to travel around

Desirable criteria:

- NGO experience for a year
- DTP and Communications Experience
- Additional qualification in events management/ NGO administration
- Two-wheeler license
- Marathi typing

Remuneration and Benefits

The offered remuneration will align with Sangath' s salary grade (G2). Additional benefits include PF, Group Health Insurance and Gratuity.

How to Apply

Please submit your CV to smhppcareers@sangath.in on or before 5th November 2026 with the subject line **"Application for the post of Admin cum Finance Assistant, BJCCI Project"**.

Equal Opportunity

Sangath is an equal-opportunity employer committed to building a diverse and inclusive team. We value all employees, regardless of gender, caste, religion, disability, or sexual orientation, and encourage applicants from all backgrounds to apply. For this position, we strongly encourage applications from people with disabilities, and these applications will be prioritized given the participatory nature of the project.