



**TERMS OF REFERENCE FOR THE POST OF PART TIME ACCOUNTANT
UNDER INJOT TRUST**

1. Job Title: Accountant (Part time)
2. No. of Position: 1
3. Place of Posting: Guwahati
4. Duration: The contract for an appointment will be initially for a period of 1 year from the date of joining. The renewal of the contract will be done on an annual basis depending upon the performance and also assessment of the incumbent.
5. Reporting to: Trustee, Injot Trust
6. Main Function: Overall preparation and maintenance of Accounts work in Injot Trust.
7. Salary: INR 8,000-10,000 per month
8. Duties and Responsibilities:
 - a) Accounting entries (cash and bank) in Tally Software (Tally Prime version) relating to all receipts, payments, advance payments, journal entries regarding adjustment of advance settlement by identifying the correct accounts heads. Also, generation of Cash Book and other documents whenever necessary.
 - b) Analysis of Budget balances in Tally whenever necessary.
 - c) Monthly reconciliation of bank balance in Tally Software.
 - d) Preparation of payment vouchers along with proper bill and other concerned documents.
 - e) Basic knowledge on taxation.
 - f) Be responsible for all related finance and accounting work and work with the auditor to timely prepare audited financial statements.
 - g) Preparation and maintenance of Fixed Asset Register, Cheque issue register, reimbursement bill statements.
 - h) Ensure accounting transactions with supporting documents and identify the correct accounts heads.
 - i) Continuously improve procedures to enhance internal controls to satisfy audit requirements.
 - j) Preparation of quarterly statements for onward submission to Donors of the organisation.
 - k) Analysis of Budget requirement.
9. Minimum Job Requirements:
 - a) Minimum of B. Com (Accountancy).
 - b) Minimum 01 year of experience of accounting work.
 - c) Excellent knowledge of accounting regulations and procedures.
 - d) Hands-on experience with Tally Prime accounting software and office software packages (MS Word, Excel, PPT, etc.).
 - e) Strong written and verbal communication.
10. Forwarding letter and resume to be sent to injottrust@gmail.com by 16th of August 2025
11. Note: This is a part-time position with an honorarium of ₹8,000–10,000/month,

commensurate with experience and time commitment. Injot Trust is an equal opportunity organization. Applicants from all backgrounds are encouraged to apply. Shortlisted candidates will be called for a personal interview.