

Job Description – Finance Officer

Organization: Centre for World Solidarity (CWS)

Location: Jamshedpur

Salary: Negotiable

Essential Qualification

- Master's Degree in Commerce/Finance/Accounting.
- Minimum 5+ years of experience in NGO accounting and financial management.

Required Skills & Knowledge

- Strong working knowledge of TDS, ESIC, PF, Gratuity, and FCRA compliance.
- Expertise in day-to-day accounting, bookkeeping, and financial reporting.
- Ability to manage statutory compliances and donor reporting requirements.
- Experience in preparing budgets, handling audits, and maintaining transparency in financial systems.
- Strong analytical skills and attention to detail.
- Familiarity with accounting software and MS Office tools.

Key Responsibilities

- Maintain accurate financial records and ensure timely entries of all transactions.
- Handle statutory deductions and employee benefits.
- Ensure compliance with NGO financial regulations and donor requirements.
- Prepare monthly, quarterly, and annual financial statements.
- Support project teams with budget planning and expenditure tracking.
- Coordinate with auditors, banks, and statutory authorities.
- Strengthen internal financial systems and controls.

How to Apply

Interested candidates may send their CV and cover letter to:

Email: career@cwsorg.in

By Hand / Courier:

Centre for World Solidarity (CWS)
D-9, Chandra Tower, Dimna Road, Mango,
Jamshedpur – 831012

Deadline: 15.07.2026