



JOB ANNOUNCEMENT

Job Title: Accountant

Organization: Housing and Land Rights Network India

Location: New Delhi, India

Role: To assist the organization in effective financial management, planning and accounting.

Background: Housing and Land Rights Network (HLRN – www.hlrn.org.in) is a human rights organization dedicated to action for the recognition, defence, and full implementation of everyone's right to a secure place to live in peace and dignity. The organization uses the human rights framework to advocate for better international and national human rights instruments and standards in order to promote economic, social, and cultural rights, especially the human rights to adequate housing and land.

Responsibilities:

- Accounting and bookkeeping
- Filing & record keeping
- Project budget tracking and monitoring
- Preparation of financial statements
- Financial analysis and presentation

Skills:

- Post graduate degree in accounting/ finance/ management
- A minimum of five years of relevant work experience
- Expertise in Tally and Excel
- Good presentation and IT skills, including experience and proficiency working with Power Point, and relevant software
- Fluency in written and spoken English and Hindi [translation skills will be an added advantage]

Qualities:

- Ability to work independently and as part of a team, to deliver under pressure, and to meet deadlines
- Self-motivated and well-organized, with high standards of integrity
- Willingness to do field work and to travel, when required

Salary will be commensurate with qualifications and experience.

Interested candidates should send:

(i) a brief cover letter; (ii) curriculum vitae; and (iii) names and contact information of two references to: contact@hlrn.org.in

Only Indian citizens are requested to apply.