



SEARCH
Society for Education, Action and Research in Community Health



Organization Profile

History: Inspired by the life and philosophy of Mahatma Gandhi, and equipped by their medical training in India, and subsequent training in public health and research at the Johns Hopkins University, the doctor couple Abhay and Rani Bang, founded Society for Education, Action and Research in Community Health (SEARCH) in 1986. SEARCH is a Non-Governmental Organization (NGO) working in the poorest, semi-tribal district, Gadchiroli, in the state of Maharashtra, (India), 1000 km away from Mumbai.

Vision: SEARCH's vision is 'Aarogya-Swaraj' which means 'People's Health in People's Hands', by empowering individuals and communities to take charge of their own health, and thereby, help them achieve freedom from disease as well as dependence.

Mission: Mission of SEARCH is service, training, empowerment and research in health of the communities as expressed in its name.

Headquarters: Of SEARCH is 'Shodhgram', located 17 km from the district headquarters of the Gadchiroli district. The campus, spread over 47 Acres, is modeled over a mix of Gandhian Ashram, tribal village and modern facilities. It has more than 80 buildings including hospital, research center, training centers, training hostels, library, administrative offices, guest houses, tribal museum, community centers, mess cum dining facilities, residential facilities for 120 staff, solar plant, playground, organic farm and a small lake.

With a team of 150+ professionals and 150+ Community Health Workers, SEARCH has emerged as one of the most reputed and credible grass root service and research organization in India. SEARCH strives to make important breakthroughs to solve public health problems in India and around the world, over past 36 years by:

1. 120-bed hospital providing health care to 55,000 patients annually from 2500 villages. Specialist OPDs, tele-consultation and subsidized surgery camps are also organized along with existing services to ensure enhanced health services for poor patients.
2. Community health services in 125 villages.
3. Home-based mother, newborn & child care in 88 villages.
4. Prevention and deaddiction of alcohol and tobacco across 1400 villages of Gadchiroli district.
5. Life skill and reproductive health education for youth and women across Maharashtra.
6. Conducting rural health care research to improve rural health services and evidence-based advocacy to influence policy.
7. Training of trainers from different parts of the country and abroad for implementation of the Home-based newborn care program. HBNC is India's national policy implemented through 8 Lakh ASHA across the country.
8. 'NIRMAN', the social leadership development program for youth across India.
9. Mental health services for patients at hospital, block and village level.

10. Tribal health services in 48 villages through community health workers.
11. Mobile Medical Unit to provide diagnostic, preventive, curative, and referral services in tribal villages.
12. Spine and Joint health care to reduce the musculoskeletal pain, burden and disability in Gadchiroli.

Job Overview

The Senior Accountant should ideally be a person who is capable of filing various statutory returns, book keeping and acting on the corrective steps suggested by the auditor. He/she would be responsible for preparing budgets of various grants proposal and reporting of Grants utilization to Donors.

Position: Senior Accounts Officer

No. of Post: 01

Desired qualification: M.com/MBA Finance

Desired Experience:

- Post qualification experience of at-least 5 year.
- Candidate with working experience in NGO sector is preferred.
- Knowledge of Tally ERP-9 is must.

Location: SEARCH, Shodhgram Post- Chatgaon, Tah-Dhanora , Gadchiroli-442606

Job Description:

- Accounting & book-keeping including preparation of various accounting vouchers.
- Payroll processing
- Bank Reconciliation
- Purchase and payment authorization
- Statutory payments (PF,PT,TDS)
- Preparing of data for filling various statutory returns (TDS Returns, FCRA Return)
- Preparing Grant utilization certificate for donors
- Preparing expense statements for various departments of SEARCH
- Planning quarterly internal audit of accounting records through financial consultant and take corrective actions as suggested by the consultant.
- Preparing budgets of various grant proposal
- Preparing and reporting of Grant Utilization to Donors
- Implementing and maintaining best industry book keeping and accounting practices.

Benefit package:

- *Salary:* Up to 45,000 and negotiable based on experience, qualification and expertise.
- *Annual increment:* Due each year as per the policy of SEARCH.
- *Accommodation:* Will be provided in the campus as per need (single or family).
- *Other Benefits:* Provident Fund, Medical Insurance and Gratuity will be applicable as per the policy of SEARCH.
- *Health Care:* Primary & secondary medical care free in the Hospital of SEARCH for the professional.

- *Growth of the Individual*: SEARCH strives to create a clear path for career progression for the Professional by providing learning opportunities through mentoring by eminent medical professionals, courses, workshops and field visits.
- *Education of Children*: Free pick up and drop back facility for children in school at Gadchiroli town (with CBSE school till 12th standard).
- Scholarship to children of the Staff for higher education as per policy of SEARCH.
- *Spouse*: SEARCH considers the position of Spouse of the candidate empathetically, and though not assured, strives to explore appropriate job for the spouse based on the need and competencies of the candidate.
- *Leave*: 15 days summer vacation + 7 days Diwali vacation + 7 casual leaves + 12 public holidays in a year.

Note: The probation period in SEARCH is one year.

- Application fees: 50 RS
- VPA ID for payment: search12345@icici
- To apply: Send your CV/ Resume and proof of payment to hr@searchforhealth.ngo
- Subject line of the application should be: *Application for the role of Senior Accounts officer.*
- Applications without payment proof or subject line will not be considered for screening.