

Job Title: Project Assistant – CFL Project

Location: Noida, Uttar Pradesh, India

Position Type: Full-Time

Remuneration: ₹25,000 – ₹30,000 per month

About the Organization:

AROH Foundation is a non-profit organization committed to promoting sustainable development and community empowerment across India. Under its CFL (Centre for Financial Literacy) Project, the organization works closely with stakeholders to enhance financial awareness and inclusion.

The Head Office in Noida plays a crucial role in project management, coordination, monitoring, and financial oversight of CFL activities across various locations. The team ensures smooth implementation, compliance, and effective reporting of project operations.

Preference will be given to candidates with prior experience in similar roles or familiarity with project coordination and financial processes.

Job Description:

The Project Assistant will support the execution, monitoring, and financial coordination of the CFL Project. The role involves handling billing processes, documentation, coordination with field teams, and ensuring compliance with project and financial guidelines.

Key Responsibilities:

- Manage printing, verification, and correction of salary slips for project staff
- Compile and maintain records of ledgers, bills, and salary documentation
- Perform stamping, numbering, voucher entry, and scanning of bills
- Prepare cover letters and documentation for final billing submissions
- Verify bill summaries received from field teams and incorporate them into final bills
- Finalize and dispatch bills to respective LDMs and Regional Offices
- Conduct centre visits/inspections from Head Office and submit reports with compliance follow-ups
- Maintain centre-wise Linex billing bifurcation sheets
- Follow up on Imprest bills, verify discrepancies, and coordinate submission with the Accounts team
- Address and resolve billing-related queries from LDMs and internal Accounts teams
- Ensure accurate mapping of reimbursement amounts to concerned individuals
- Track and follow up on rent sheets and rental agreements
- Maintain Head Office salary breakup records
- Coordinate fund follow-ups with State Heads and Centre Coordinators (CCs/DCs)

- Monitor and follow up on the Opex tracker weekly (every Monday before 12 PM)
- Maintain proper documentation of project-related records (MoUs, reports, etc.)
- Monitor project activities, including camps, participant data, and CFL-wise performance reporting

Required Skills & Competencies:

- Strong organizational and documentation skills
- Basic knowledge of accounting and billing processes
- Proficiency in MS Excel and MS Office tools
- Good communication and coordination abilities
- Attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines

Preferred Qualifications:

- Graduate in Commerce, Management, or related field
- Prior experience in project coordination, accounts, or NGO sector will be an advantage

How to Apply:

Interested candidates who meet the above qualifications are invited to submit their resume along with a recent photograph, detailing their relevant experience and suitability for the role.

Applicants are requested to apply through the following link:

<https://aroh.in/Home/career>

The last date to submit applications is April 10, 2026.

We thank all applicants for their interest in AROH Foundation; however, only shortlisted candidates will be contacted for further selection processes.

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