Power Foundation of India
B-28, Qutub Institutional Area, New Delhi 110016

No. PFI/HR/Recruitment/2026/05 **Dated: 24 September, 2026**

Position: Accounts Assistant – F & A

No of Position: 01

Location

New Delhi

Nature of Appointment

Regular

Reporting To

Chief Financial Officer/or any officer nominated by CFO

1. **About PFI**

Power Foundation of India (PFI) is a not-for-profit organization promoted by leading power sector CPSUs to undertake policy advocacy, capacity building, research, knowledge dissemination, and sectoral development initiatives for the Indian power sector.

2. **Role Purpose**

To support the effective management of Finance & Accounts functions of the organization.

To ensure accurate and timely recording of financial transactions, invoice processing, payments, receipts and maintenance of accounting records.

To assist in accounts payable and receivable, bank reconciliation, ledger maintenance and financial reporting.

To support statutory and tax compliance and ensure adherence to applicable financial rules, policies and organizational procedures.

To provide timely financial, MIS and administrative support to the Finance Division to facilitate efficient financial management and decision-making by management.

3. **Key Responsibilities**

- Record and maintain day-to-day financial transactions, including receipts, payments, expenses, vouchers and journal entries.

- Process and verify invoices, bills and supporting documents for timely and accurate vendor payments.
- Maintain accounts payable and receivable, ensuring timely payments, collections and proper documentation.
- Conduct regular bank reconciliations and assist in identifying and resolving discrepancies.
- Maintain accurate and up-to-date ledgers, journals, vouchers and other financial records.
- Assist in statutory and tax compliance, including preparation of required documents, returns and payment-related records.
- Prepare financial reports, MIS and other Finance & Accounts statements as required by management.
- Update and maintain financial data in Tally Prime/accounting software and ensure proper record keeping.
- Provide necessary documentation and support for internal, statutory and other audits.
- Coordinate with internal departments, vendors, banks and other stakeholders on Finance & Accounts-related matters.
- Provide administrative and operational support to the Finance & Accounts Division as required.
- Working knowledge of Direct and Indirect tax in India.

4. Essential Skills

- Familiarity with accounting software like Tally Prime is highly desirable.
- Accuracy and speed in data entry are crucial for this role.
- Communicating effectively with colleagues, clients, and vendors.
- Proficient in MS Office 365 including Excel/Power Point.
- Excellent analytical and problem-solving skills
- Excellent project management skills
- Ability to synthesize complex information and communicate it effectively.
- Ability to work with an interdisciplinary team

5. Essential Qualification

- Bachelor's degree in commerce / or equivalent degree from a recognized University /Institution.

6. Experience

- **2–5 years of relevant post-qualification experience** in Finance and Accounts work.
- Experience in a corporate, PSU/CPSE, government organization, autonomous body or reputed professional organization will be preferred.

7. Salary / Compensation

Remuneration: The CTC of the selected candidate shall be protected, and an additional increase of 10% to 30% over the existing CTC may be offered, as per PFI policy, depending upon the candidate's qualifications, relevant experience, competencies, and overall suitability for the position.

The selected candidate shall be entitled to PF, gratuity, medical/insurance coverage, and other applicable benefits in accordance with the rules, policies, and terms and conditions of PFI, as applicable from time to time.

Nature of Appointment

Regular, Full-Time

The selected candidate will be appointed on a regular full-time basis, subject to satisfactory verification of credentials and fulfillment of the organization's applicable service rules.

8. Key Performance Areas (KPAs)

- Accuracy and Timeliness of Accounting.
- Invoice and Payment Processing
- Maintain accurate records of payables and receivables and ensure timely payments, collections and follow-ups.
- Conduct regular bank reconciliations and ensure timely identification and resolution of discrepancies.
- Ensure proper maintenance, updating and systematic filing of ledgers, journals, vouchers and other financial documents.
- Provide timely and accurate support for statutory filings, tax-related requirements and other applicable financial compliances.
- Prepare accurate and timely financial MIS, statements, schedules and reports required by the Finance Division and management.
- Ensure accurate and up-to-date financial data entry and maintenance in Tally Prime/accounting software.

- Ensure timely availability of financial records, documents and information required for internal, statutory and other audits.
- Effectively coordinate with vendors, banks, internal departments and other stakeholders for smooth resolution of Finance & Accounts matters.
- Ensure adherence to PFI's financial policies, procedures, internal controls and applicable statutory requirements.
- Provide efficient administrative and operational support to ensure the smooth functioning of the Finance & Accounts Division.

9. Age Limit

Maximum 30 years as on the closing date of application.

The candidates shall submit applications in the prescribed format by **20.10.2026** up to **06:00 P.M.** Incomplete applications or applications of candidates not having the requisite qualification/experience shall be rejected summarily.

The application format and details are available on the Power Foundation of India's website www.powerfoundation.org.in under the link "Careers".

Dated: 24.09.2026

Head-HR & Admin