



**Mahila Abhivruddhi Society (APMAS)
Job Description for the position of Accounts Officer Post
Kurnool District, Andhra Pradesh**

About APMAS: Mahila Abhivruddhi Society (APMAS), a national resource organisation incorporated in 2001 as a Not-for-Profit Organisation (NGO), provides capacity-building and technical support to SHGs and Federations in rural and urban areas. APMAS has been implementing various projects to promote and strengthen people's institutions for livelihoods enhancement, climate-smart agriculture, livestock management, women's enterprises, value chain development, and health and nutrition.

APMAS is working in Andhra Pradesh, Bihar, and Telangana directly as the Implementing Agency (IA) for 82 Farmer-Producer Organizations (FPOs) and 5 Federations of FPOs. In addition to this direct involvement, APMAS has a PAN India presence through the ENABLE network. It is also an opinion maker and contributor to Central and State Govt. levels for Women Empowerment, Policy Advocacy and Capacity Building of Rural development structures and organizations.

Overall, the Purpose of the job is to act as an Accounts Officer for the FPO Federation, responsible for managing systems and legal compliance, and supporting FPOs in implementing these initiatives. Plan and coordinate with the project team, Federations, FPO-CEOs, and BoDs on the FPOs Systems & Procedures from time to time.

Roles & Responsibilities:

Federation:

- **You are directly responsible for operationalizing the following:**
 - **Maintain updation, timely & accurate Accounts**
 - **Support in conducting an internal audit of the Federation**
 - **Finalization of accounts & keeping them ready for the statutory audit**
 - **Ensure timely statutory and Legal compliance**
 - **Operationalizing Internal controls**
 - **MIS**
 - **Business & Others support**
 - **Support FPOs in operationalizing systems & processes**
 - **Digitization of FPO federation & member FPOs**

Support to FPOs:

1. Accounts:

- Work closely to support FPOs in regular **book updation and monthly closing of books of FPO**
- Regular orientation to FPO CEOs and Accountants **on updates**
- Support FPOs in filling the vacant positions and train them in Accounting & Stock Management.
- Support FPOs in the Digitalization of FPOs.

2. Internal Audit of FPOs

- Conduct quarterly internal audits of FPOs
- Support FPOs in the finalization of the accounts for the statutory audit

- Quarterly internal audits and report submission to BODs of FPOs.
- Follow-up actions on audit findings and Action Taken Reports
- Based on the audit findings, **strengthening the internal systems of the FPOs**

3. Legal Compliances:

- Renewal of FPOs' **Directors DIN, DSC & KYC**
- Ensure FPOs' **GST returns are filed** within the due dates
- Ensure License Renewals
- **Preparation of Financial statements** and Annual Reports of FPOs and arrangements for Statutory Audit
- Completion of **Statutory Audit**
- Arranging and conducting of FPOs **AGMs within the due date**
- Ensure timely submission of **Annual returns & completion of ROC filings**
- Liaison with Auditors, Company Secretaries, bankers, and other officials.

4. MIS – To follow up and update:

- **FPOs' Daily Purchases and Sales data** on the APMAS MIS portal
- **FPOs' Monthly Progress reports** on the APMAS MIS portal
- **FPOs, Donor reports**, and MIS on need-based
- **FPOs master data** on the APMAS MIS portal

5. FPO Visits:

- Visit each FPO once in 10 days.
- Regular handholding support, mentoring, and guiding to the Sales Executives / Accountant / CEOs, etc.,
- Ensuring and monitoring of back-office management, like look & feel, display, and systems and procedures

6. Internal Controls:

- **Cash Management**
- **Stock Management**
- **Bank Account Management**
- **Documents (Legal & Admin.), Policies & Procedures**

7. Business & Others:

- Digitalization of FPOs (MIS) & Accounts
- Business Development and Marketing support to FPOs & Federation.

Key Qualifications:

- M. Com., / MBA in Finance Management.
- 3-5 years' experience in Accounts and Finance aspects
- Hands-on experience with accounting software like Tally and skills including VLOOKUPS and pivot tables
- Technical Knowledge – MS Word, Excel Advanced & PPT, and MIS.

Interested candidates may apply by clicking <http://apmas.in/apmas/hr> on / before May 20th, 2026. Salary is negotiable based on experience and organisational norms.

For more information, please visit our website: www.apmas.org