

JOB DESCRIPTION

Aid & Accounts Associate

Department: Finance | Reporting to: Finance Manager

The Aid & Accounts Associate at Cuddles Foundation plays a hands-on role in two closely linked areas — procurement and accounts. On the procurement side, the role manages vendor relationships, coordinates purchase orders, and ensures supplies reach hospitals accurately and on time. On the accounts side, the role handles invoice processing, accounting entries, donor allocation, bank reconciliation, and vendor payment preparation. This position is central to keeping Cuddles' financial operations accurate, timely, and audit-ready.

A. PROCUREMENT

Vendor Identification & Onboarding

- Identify and onboard reliable vendors across India to meet the organisation's procurement requirements
- Conduct thorough vendor registration and maintain an up-to-date vendor database
- Build and maintain professional working relationships with vendors to ensure long-term reliability

Purchase Order Processing

- Process purchase orders accurately and promptly, including urgent requirements
- Track price variations and maintain vendor pricing details on the designated dashboard
- Coordinate PO generation through the dashboard and ensure the correct domestic or FCRA account mapping

Vendor Coordination & Delivery Tracking

- Liaise with vendors to ensure timely delivery of goods to partner hospitals
- Coordinate with nutritionists to track pending nutrition supplement deliveries and ensure timely distribution
- Provide stakeholders with regular updates on procurement and delivery statuses
- Conduct quarterly follow-ups with vendors for balance confirmations and manage reconciliation of outstanding payments

Reimbursements & Hospital Connectivity

- Process monthly reimbursement claims efficiently
- Maintain accurate records of internet connections across partner hospitals

B. ACCOUNTS

Invoice Processing & Accounting Entry

- Collect, verify, and process invoices in compliance with donor-audited utilisation certificate requirements
- Accurately record all invoices related to hospital and programme expenses in Tally, ensuring adherence to booking deadlines
- Allocate expenses to respective donors in line with funding guidelines and donor tagging requirements
- Submit processed invoices promptly to enable smooth and timely payment processing

Weekly Vendor Payments

- Prepare and manage the weekly vendor payment summary file for approval and processing
- Prepare the bank payment file (domestic and FCRA) and ensure it is reviewed and authorised before submission
- Process MSME vendor invoices on the same day of receipt to comply with the 15-day payment requirement

Bank Reconciliation

- Perform timely and accurate bank reconciliations for assigned accounts to maintain financial accuracy
- Investigate and resolve reconciling items without delay

Donation Tracking

- Update and track donation details from the Razorpay platform to ensure transparency and completeness of records
- Support the team in maintaining the Pan India donation sheet

Fixed Asset Register

- Maintain and regularly update the fixed asset register with detailed and accurate documentation of all organisational assets

Hospital MOUs

- Ensure all MOU documents between hospitals and Cuddles Foundation are properly franked and executed in a timely manner

WHAT WE ARE LOOKING FOR:

Qualifications & Experience

- Bachelor's degree in Commerce or a related discipline
- Minimum 1 year of experience in accounts, procurement, or a related field

Technical Skills

- Proficiency in Tally for accounting entries and financial data management
- Strong working knowledge of Excel for data tracking, reconciliation, and reporting
- Familiarity with online payment platforms such as Razorpay is an advantage

What Makes a Great Fit

- Detail-Oriented — Maintains precision in both procurement records and financial entries — errors here cost time and create audit risk
- Organised — Manages multiple recurring tasks (weekly payments, monthly bookings, quarterly reconciliations) without dropping the ball

- Team Player — Works closely with the Procurement Team, Nutritionists, PSCs, and the wider Finance team — communication and cooperation matter
- Clear Communicator — Writes and speaks concisely and professionally with vendors, hospital staff, and internal teams
- Proactive — Flags issues early, follows up without being prompted, and takes ownership of deadlines rather than waiting to be reminded

The Aid & Accounts Associate role is a genuine opportunity to be part of something that matters. Every accurate invoice, every on-time payment, and every correctly reconciled account keeps nutrition support flowing to children with cancer across India. If you are precise, dependable, and ready to contribute to work that goes well beyond a job description, we would love to hear from you.

Location: Mumbai

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