

Position Description: Finance Manager (FM)

Reports to: Executive Director

Supervises: Finance Team

Location: New Delhi

Start Date: Immediate

Application deadline – 31 July, 2013

Consolidated Compensation – 600,000 – 960,000 INR per annum

E-Mail: irade_jobs@rediffmail.com; jobs@irade.org

Organisation Profile

Integrated Research for Action and Development (IRADe) is a reputed institute, which conducts multidisciplinary research, policy analysis, action programmes in the field and training in energy, environment and sustainable development. Established in 2002, the institute has collaborators and projects with well-known international and national organizations, various ministries, public and private sector. IRADe is currently implementing several initiatives across the country in partnership with leading international and multilateral agencies. To know about IRADe log on to www.irade.org.

Job Responsibilities / Key Accountabilities:

She/he would be part of the senior management team of IRADe. Job Responsibilities include -

- Ensure compliance and consistency with IRADe financial policies, established approval levels and in line with terms and conditions of donor agreements.
- Process cash disbursements in accordance with financial management policies and established approval levels
- Ensures sound cash management and management of cashflow, receipts and payments.
- Prepare and submits reports, return filings and ensures compliance as per Society act
- Administer employee files and records in order to ensure accurate payment of benefits and allowances
- Perform month-end closing and year-end duties such as reconciliations, asset register, Tax Filings, FCRA filings etc.
- Allocation of expenditures to cost centres and maintain salary account
- Liaison and co-ordination with administration on various administrative arrangements, including purchases and contract with relevant authorities to ensure compliance of statutory procedures.
- Provide assistance to program staff for budget preparation.
- Consolidation of Accounts, Co-ordinate with other teams for different kinds of MIS work needed for decision-making. Develop, monitor and control budget plans for different programmes/projects
- Develop budgets for proposal being bided and ensure compliance of all legal guidelines to the same as may be required by the agency
- Oversee IT, HR, Legal and Facilities and responsibility for board meetings.

Personal Profile and Skills Required:

- Post Graduate Commerce/ Finance/ Cost Accountancy, with +15 years experience preferably in development sector.
- Minimum 6 – 8 years experience in managing finance of an operation/project, preferably with an international development agency
- HR experience would be an advantage.
- Should be familiar with project accounting, managing multi-project cash and fund flows, MIS and budgeting
- Knowledge of donor grant management processes, procedures and auditing requirements
- Ability to lead and mentor team, multi-tasking ability, sound technical knowledge, analytical and methodical approach
- Proficiency in Tally ERP
- Excellent communication in English.

To apply, send a CV with covering letter, names and addresses of two referees, to e-mail: irade_jobs@rediffmail.com; jobs@irade.org

PS: Must Mention the code Finance Manager in subject line of your mail.