



## **POSITION ANNOUNCEMENT FOR ASSISTANT MANAGER- FINANCE, NEW DELHI**

### **ABOUT THE ORGANIZATION**

Ipas Development Foundation (IDF) works to increase women's ability to exercise their sexual and reproductive rights, especially the right to safe abortion and contraceptive services. IDF seeks to eliminate unsafe abortion and the resulting deaths and injuries and to expand women's access to contraception, comprehensive abortion care and related reproductive health information and care. Towards this, IDF works in strengthening training systems, service delivery of comprehensive contraception and abortion care, and access to these services within the public health system, with the aim of making a positive impact on the health of women in India. IDF's program currently spans 12 states to include the states of Assam, Bihar, Chhattisgarh, Jharkhand, Karnataka, Madhya Pradesh, Maharashtra, Meghalaya, Odisha, Rajasthan, Uttar Pradesh, and West Bengal.

*Ipas Development Foundation (IDF) has been rated among "India's top 10 NGOs to Work for" by Great Place to Work® Institute. This recognition is a testament of the organization's high-trust, high-performance work culture.*

### **OVERVIEW OF THE POSITION**

IDF seeks to hire an Assistant Manager - Finance to be based at New Delhi and reporting to the Director-Finance. The Assistant Manager - Finance is responsible for book keeping, accounting and financial reporting functions of the organization. The position also provides support to the Director-Finance in budgeting, statutory audit, compliances and other strategic engagements of IDF, as may be required. The Assistant Manager - Finance is the point of contact for state offices, vendors, banks etc. on matters related to finance and accounts.

### **ROLES AND RESPONSIBILITIES**

The responsibilities of the Assistant Manager - Finance include the following:

#### **Bookkeeping & Accounting Support**

- Review, verify and enter all vouchers and invoices correctly in the Enterprise Resources Planning (ERP) system.
- Release due payments to sub-contractors, vendors, and for reimbursement of expenses to staff and consultants.
- Prepare monthly MIS and support the Director - Finance for monthly and annual close.
- Prepare and update of fixed asset register as per prescribed norms.
- Ensure timely and accurate Tax Deducted at Source (TDS) deduction, deposit of tax withholding, preparation and submission of TDS returns and issuance of TDS certificates.

#### **Bank Liaison**

- Ensure optimum level of cash balance in bank by keeping a track of bank balance and alerting the Director - Finance on exceptions.
- Help in drawdown of funds and proper documentation such as Foreign Inward Remittance Certificate (FIRC) related to Foreign Contribution (Regulation) Act, 2010 (FCRA) remittances.
- Facilitate opening of bank accounts for new staff.
- Manage regular correspondence with bank and manage troubleshooting, if any, for smooth banking operations.

### **Budgeting & Timesheet Management**

- Compile and monitor budgets, maintain the MIS on variances between actual and budgeted, and update the relevant teams.
- Ensure timely submission of budgets to donors, adherence to donor's guidelines and reporting requirements.
- Manage concurrent monitoring of Level of Efforts (LOE) and allocate salary in accordance with the budgeted LOE.

### **Payroll & Consultancy Management**

- Ensure timely disbursement of salary to staff and consultancy payments to full time as well as part time consultants.
- Ensure a proper upkeep of payroll software.
- Ensure timely and accurate TDS deduction, deposit of tax withholding, preparation and submission of TDS returns and issuance of TDS certificates.
- Ensure correct calculation and deposit of Provident Fund (PF) withholding, and ensure correctness of regular returns.

### **Audit**

- Assist the Director- Finance in the conduct of annual audit (both statutory and FCRA)
- Assist in preparation of draft financials as per The Companies Act, 2013 and the FCRA Act, 2010, including statutory filings.
- Act as a point person for audit field work and ensure compliance with all field work requirements by managing necessary coordination with concerned units of the offices of IDF.
- Ensure that all working papers related to audits are duly retained and saved in the audit archives.

## **QUALIFICATION AND EXPERIENCE**

Candidates suitable for this position:

### **CORE REQUIREMENTS**

- Graduate in Commerce with qualification in CA (Inter)/ ICWA (Inter) or MBA (Finance)/ CA /ICWA.
- 2 to 5 years of relevant experience especially in fund accounting including preparation of financials including Profit and Loss statement, Balance Sheet etc.
- Strong analytical and problem solving skills.
- Experience of working in Tally and other financial software.
- Strong computer skills with familiarity of MS Office including MS Excel, MS Word and MS Power Point.
- Proven ability to multi-task with skill in planning work schedules.
- Ability to focus on micro details to identify any gaps and prepare accurate outputs as per required quality.
- Fluency in written and spoken English and Hindi.
- Team player with an ability to work in a diverse environment.

## DESIRABLE QUALITIES

- Exposure to working in ERP environment.
- Experience in handling high levels of work pressure.

## TO APPLY

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last drawn salary and expected salary) to [idf.fam@sectoraccess.org](mailto:idf.fam@sectoraccess.org) by March 18, 2019.

### **Your CV must be accompanied with:**

- Cover letter justifying suitability for the position – role fitment based on present & past work experience.
- Current/last drawn compensation & expected compensation.
- *CVS WITHOUT COVER LETTERS AND COMPENSATION DETAILS WILL NOT BE CONSIDERED.*

### **Please note:**

- *IDF management reserves the right to modify the contents of this position description at any time.*
- *IDF is an Equal Opportunity Employer.*
- *Women candidates are encouraged to apply.*
- *Only shortlisted candidates will be contacted.*

For further clarifications, please contact Sector Access at 011 – 46860000 between 10:00 AM to 5:00 PM on weekdays.