



**Job Title:** Senior Coordinator – Finance

**Location:** New Delhi

**Reporting to:** Senior Director – Finance and Administration

Ipas Development Foundation (IDF) has been working in India since 2001 to improve the sexual and reproductive health ecosystem in the country. In close collaboration with the national government and formal partnerships with state governments, we work in communities and with the public and private health systems to enhance access to sexual and reproductive health services, particularly comprehensive abortion care and choice-based contraception.

Visit us at: [www.ipasdevelopmentfoundation.org](http://www.ipasdevelopmentfoundation.org)

### **Who are we looking for?**

We are looking for a highly motivated and self-driven individual who is qualified as CA(Inter)/ICWA(Inter) / MBA (Finance) or MCom with 5 years of finance and accounts experience in a non-profit agency or a CSR program and sound knowledge on compliances such as TDS, FCRA and statutory audits.

### **What would you be expected to do?**

You would do bookkeeping and routine accounting in an ERP driven environment. A key element of this would be entry of invoices with your applying TDS based on updated knowledge of relevant rules. You would also be expected to assist in final accounts including monthly and annual closing; and, prepare documentation for annual audit (both statutory and FCRA), and internal audits. Additionally, you would support the Senior Director – Finance & Administration in bank related tasks, fund accounting for different projects, budgeting and any other task that may be assigned for the role by the Senior Director – Finance & Administration.

### **What is it like working for IDF?**

We are proud of our work culture and strive to remain the best in terms of employee friendly policies, women friendly work environment, and opportunities for learning. We are rated among India's Best NGOs to work for since 2017 and among India's Top 50 mid-size workplaces 2024 by the Great Place to Work Institute.

### **To apply:**

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to [scfin.idf@sectoraccess.co.in](mailto:scfin.idf@sectoraccess.co.in) by September 22, 2024.