

Position- – Sr. Finance Officer

Vacancy - 01

Location: AHO, Delhi

Last date: 12th August, 2022

Action for Food Production (AFPRO) is an Indian socio-technical non-governmental organization of National Importance (as notified by GoI) working for the development of the rural poor through effective natural resource management solutions.

Mission Statement: AFPRO dedicates itself for alleviating rural poverty, through partnerships, networking and collaborations with like-minded Institutions, with a focus on enabling the marginalized and weaker sections of the Society.

Our Domain Areas: Water, Sanitation, Watershed Management, Climate Resilient Sustainable Agriculture, Livelihood Diversification, and Climate Change for effective management of natural resources.

AFPRO having its Head Office in New Delhi requires Sr. Finance Officer with the following requirements:

Qualification: B.Com/M.Com or related field with at least 15 years of work experience in Development sector/NPOs/NGOs.

Compensation: CTO `80,000/- p.m. to `90,000/- p.m. depending upon qualification and experience.

Responsibilities

- Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, etc.
- Responsible for all statutory compliances including FCRA, Income Tax, GST, TDS, Provident Fund and ESI
- Preparation of Balance Sheet, Income and Expenditure account, Receipts and Payments accounts along with other schedules; ensure budgets and other financial information is correctly presented in financial and project management systems
- Responsible for Head Quarter's as well as Regional Offices' Annual Audit along with other CSR Projects Audit
- Preparation of organization's Annual core Budget
- To verify MOU/Agreement and Legal Documents
- Ensure that books of account are maintained up-to date all times

- Maintain primary relationship with donors and serve as liaison to program teams as it relates to the financial management of the assigned project
- Provide technical assistance to program staff to support the preparation of proposal and budgets
- Prepare budget narratives for proposal budgets and ensure all budgets accurately cover the personnel and operating costs reflected in the program narrative
- Prepare financial reports and other financial deliverables on time
- Ensure that appropriate TDS certificates are issued on time
- Track and report project expenses, and fund received from the donor on a monthly basis; Alert program staff / Regional Offices as and when there are any financial risks
- Maintain the hard and electronic file for each project
- Perform project variance analysis and provide updated projections to support internal management and/or donor requirements
- Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year
- Ensure efficient management of all investment and deposit certificates and their safe custody
- Ensure that all financial reporting is completed on time and submitted to donors; Ensure quality control over financial transactions and financial reports
- Preparation of periodic MIS on budget utilization and variance analysis; Report to management on variances from the approved budget, and the reasons for those variances
- Forecasting of income and expenditure on regular intervals and as per need
- Obtain approvals from the Executive Director on all financial transactions, procurements and purchases with proper justification note
- Managing all financial and accounting operations in line with regulatory requirements.

Skills Required

- The applicant must be mature, capacity for good public relations, team building, resilient and motivated. Ability to meet deadlines
- Good communication and presentation skills both in English and Hindi; Excellent computer skills
- Have strong influencing and leadership skills to work independently
- Liaison with other NGOs, Government and CSR companies to build and strengthen relationships
- The applicant should be able to take leadership role while dealing with various partners.

- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure as a part of a team.
- Excellent interpersonal skills; Have a high degree of integrity, tactics and diplomacy

Travel: This position requires travel to project areas.

Please send your application with profile/resume, to the Executive Director, Action for Food Production 25/1A Institutional Area, D Block Janakpuri, Pankha Road, New Delhi – 110058 Ph: 28525412 / 28525452 email: jobs@afpro.org with a copy marked to ed@afpro.org website: www.afpro.org

Please apply by 12th August, 2022.