

**Position- –** Assistant Manager-Finance

**Vacancy -** 01

**Location:** AHO, New Delhi

**Last date:** 10<sup>th</sup> April, 2024

**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 “Assistant Manager-Finance” with the following requirements:

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

**Compensation:** Depending on 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. Also 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 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.

Please send your application with profile/resume, to the Executive Director, Action for Food Production, 25/ 1A, Institutional Area, Pankha Road, D-Block, Janakpuri, New Delhi-110058. Phone: 28525412 / 28525452. E-mail may be sent to [jobs@afpro.org](mailto:jobs@afpro.org) with a copy marked to [ed@afpro.org](mailto:ed@afpro.org)

Website: [www.afpro.org](http://www.afpro.org)

**Please apply by 10<sup>th</sup> April, 2024.**