

## **TERMS OF REFERENCE - Associate Manager - Finance/Accounts**

### **The Job**

**Core function:** The Associate Manager - Finance/Accounts will be responsible for Managing finance and Accounts of some of the projects, that are implemented at National level, reporting to Manager Finance/Accounts.

**Role:** This is a mid level role, in a Finance team of about 10 staff, with opportunities to grow in the team, depending on performance.

### **Broad Job Responsibilities:**

- Manage/supervise a small team of 2-3 staff members
- Closely oversee accounting entries in Quickbooks by the vouching team and also ensure timely vendor payments
- Independently handle assigned donor reports and donor audits
- Assist in preparation of financial reports and annual financial statements
- Good understanding of Internal Control framework and adherence to the same.
- Support partner organizations to help them understand the accounting and financial reporting system as required. Execute partner financial capacity building; Review Partner's subgrants and financial reports.
- In coordination with the HR function, oversee Payroll cycle and ensure that the right level of employee provisions are accounted for and withholding taxes are accounted for (including timely deposits of employee provident funds).
- Fixed Assets Management: Ensure all assets are tracked, annually verified and that additions and disposals are appropriately authorized in line with DOA (delegation of authority).
- Manage sub-grants to the partner organisations including sub-grant agreement, release instalments, review financial reports and related documents etc.
- Perform any other duties requested with respect to financial management.

### **Skill sets expected:**

**Essential:** Through understanding of accounting principles in the NGOs, excellent skills use of Excel/spreadsheet for analytical purposes, updated with TDS rules, knowledge of FCRA rules and techno savvy.

**Desirable:** Knowledge of Quickbooks; experience in payroll processing and related compliance.

**Reports to:** Manager - Finance & Accounts

**Age and Gender:** No restrictions

**Qualification**

- Ideally a Post Graduate in Commerce with knowledge and in-depth experience of accounts and financial systems. Candidates with inter CA/inter CMA with desire to make a career in the development sector/NGOs will be given due preference.

**Work Ethics**

- Timely delivery of tasks and milestones with focus on quality and consistency.
- Must work with a sense of urgency.
- Is critical and creative in execution of activities
- Respect all individuals.

**Geography:** Would be based at the Swasti Head Office in Bangalore.

**Travel:** Based on the need