

Assistant Manager – Grant & Audits

Job Description

We are looking for an assistant manager with an experience in NGO sector accounting, audits and partner management skills.

Reporting To- Snr. Manager- Finance & Audits

Key Responsibilities:

Planning and Budgeting-

- Review budgets and budget revision of the Grant Project
- Handling all queries related to budget finalisation as a point person on behalf of the organisation for all the grant related projects
- Review budget and budget revision of SI project as and when assigned

Project Financial review-

- Financial review of the project at the partner's organisation by visiting the partner site and also meeting the beneficiaries if required
- Conduct online financial review of partner project wherever possible.
- Follow up with partners and/or program team, if required, to close the observations in project review report.
- Prepare MIS with regard to Grant Projects and present the same to management on regular basis.

Training and workshop-

- Prepare and update module for training on partner finance and program staff on the matter related to Finance.
- Conduct training and workshop for the partners.

Internal audits-

- Doing visits to regional offices for conducting internal finance review of the accounting records and systems on a regular basis
- To develop finance systems or to modify existing finance systems of all the offices basis the best industrial practices or to best suit the financial practices at organisation
- Being a point person for quarterly financial review of the organisation communicating with the auditors regarding the conduction of internal audits
- To liaison with the internal audit team for successful completion if the audits
- To finalisation of responses on the observations and submission of the same with the auditors

Statutory compliances-

- Assisting the team in the finalisation of books of accounts for the preparation of the year-end financial statements as and when required
- Maintaining donation register for the organisation and preparation of data to be filed in Form 10BD with the income tax authorities.
- Preparation of any other data as may be required by the management

CSR Project Management-

- Preparation of CSR grant budgets and reports required by the donor organisation.
- Finalisation of financial reports to be submitted to the donor organisation
- Liaising with the donors for their various requirements as and when required

Requirements:

Skills and Capabilities	
Desirables	Non-Negotiables
A qualified CA/a person doing CA/a bachelor's degree in finance, accounting, or a related field.	Exposure to handling grant projects is a must.
Ability to work under pressure and meet tight deadlines.	4-5 years of experience in a finance and handling audits
Good knowledge of Excel formulas	The person must have worked in a FCRA registered organisation
Experience in Tally.	Excellent understanding of accounting, taxation, handling audits (statutory & tax), TDS and matter related to the finance and accounts.
Experience in preparation of balance sheets	Flexible with travelling as this position requires frequent visits.
Experience in handling CSR projects	
Experience in handling external audits	
Excellent report-writing and communication skills.	
Ability of team handling and to manage their expectations	

How to apply

Interested candidates can mail their detailed resume at contact@peopable.co.in (Please mention the position name in Subject).

