

## **JOB TITLE: FINANCE ASSOCIATE – GRANT MANAGEMENT**

### **JOB PURPOSE**

The 'Finance Associate - Grant Management' will be responsible for managing partners' grants and providing day-to-day operational and accounting support to the office. This role will operate under the supervision of the Head of Finance and will play a crucial role in ensuring the proper financial management and compliance of grants received by the organization. The 'Finance Associate – Grant Management' will be responsible for maintaining accurate financial records, preparing financial reports, and ensuring adherence to financial regulations and donor guidelines.

### **RESPONSIBILITIES**

#### **Grant Financial Management Review and Monitoring :**

- Manage the financial aspects of internal and external grants, including budget utilisation monitoring, budget preparation, expenditure tracking, and financial reporting. Ensure that grant funds are utilized in accordance with donor guidelines and regulations.
- Work closely with Program team to develop, validate and support in executing the budget and analysing the execution of the budget.
- Review the partner budget vs utilisation and ensure the quality supporting documents in the record. Coordinate with the partners and ensure the quality reports within defined period. Also, ensuring the timely support for enable partner to raise their request like fund transfer, etc.
- Provide financial inputs and support in the development of grant proposals. Review budget proposals to ensure alignment with donor guidelines and feasibility of financial projections.
- Ensure timely fund transfer, fund utilisation and manage the overall utilisation of the budget effectively. Play one point contact role for the partner grant management and provide timely and quality support to all partner organisation.
- Conduct the periodic online and offline review which includes visit to the partner/ project locations in india. Collaborate with program team, project teams, and external stakeholders to ensure effective financial management of grants. Provide financial guidance and support to program staff to enhance their understanding of financial processes and requirements.
- Adhere to the timeline for various financial related activities and also support partner organisations to comply with the agreement terms, various laws and regulations defined by the authority and departments and policies set up by the partner organisation. Coordinate with partners to timely discharge the statutory liability and filing the return.

- Identify training needs and develop capacity-building initiatives to enhance the financial management skills of project team and partner. Conduct periodically training sessions and workshops on various financial management and compliance.
- Participate in special partner review visits as guided by SMT.

### **Accounting and Finance for the india country office:**

- Support the day-to-day accounting operations, including posting entries, managing accounts payable, and general ledger entries. Prepare and review financial transactions, ensuring accuracy and compliance with accounting principles. Processing timely and accurate payments, Reconcile financial discrepancies and resolve any issues or discrepancies, Assist in the preparation of financial statements and reports.
- Monitor and ensure compliance with relevant laws, regulations, and organizational policies. Stay updated on any changes in financial regulations and reporting requirements to ensure adherence.
- Prepare and submit accurate and timely financial reports to donors and stakeholders. Ensure that financial reports are in compliance with donor guidelines and accurately reflect the utilization of grant funds.
- Assist in the preparation of project budgets and provide financial guidance during the budgeting process. Monitor project expenditures against approved budgets and provide regular financial forecasts to project teams.
- Implement and maintain robust financial controls to safeguard grant funds and ensure transparency and accountability in financial transactions. Conduct periodic internal audits to identify and mitigate any financial risks.
- Any other task assigned by the Supervisor

### **COMPETENCIES**

- Commitment to organisation's values and principles
- Self-managed/ self-motivated/ self-driven
- Results-oriented person
- Team player
- NGO partnership management
- Ability to work with different stakeholders
- Excellent written and verbal communication skills to communicate complex, technical information simply and articulately.
- Flair for research/ studies or aptitude for research/ studies
- Cross-cultural comprehension
- Agility in responsiveness

- High proficiency in presentation skills and group facilitation

## EDUCATION QUALIFICATIONS

- Bachelor's/ Master's degree in Finance, Accounting, or a related field. Professional certifications (e.g., CPA, CMA) are a plus.
- Excellent knowledge of compliances (**especially for the iNGO registered under the liaison office**) such as FEMA (under RBI), TDS, FCRA, Profession Tax, Income Tax, CSR, etc
- Willingness to travel to remote locations.
- Proven experience in grant financial management, compliance, and accounting.
- Knowledge of financial regulations, accounting principles, and grant management best practices.
- Strong analytical skills with attention to detail and accuracy.
- Proficiency in financial management software (like ERP) and MS Office applications.
- Excellent verbal and written communication skills.
- Ability to work effectively in a team and collaborate with diverse stakeholders and to be able to work independently and adhere to tight time lines
- Strong organizational and time management skills, with the ability to prioritize and meet deadlines.
- Result oriented & effective organizational and planning skills.

## WORK EXPERIENCE

- Minimum 5 years of experience in accounting and finance -NGO experience preferred,
- Working with I/NGO for children and Adolescents.
- Grant management experience- worked with implementing partner organisation

## REMUNERATION

- Salary as per industry (negotiable based on competencies)

## LOCATION

- The job will be based in organisation's India country office Mumbai and travel to project areas (within India and outside India).

## DURATION OF CONTRACT

- The initial duration would be 24 months (two years), including a probation period of 6 months from the date of joining.

## HOW TO APPLY-

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **[contact@pmspl.net](mailto:contact@pmspl.net)**.

**Mumbai based women candidates would be the preference for this post**