



## **ICRIER invites applications for the position of a Deputy Finance Manager**

ICRIER, a registered society under Societies Act XXI of 1860, was established in 1981. Based in Delhi, it is one of India's premier economic think tank, providing research support to government, non-government, and international organizations, with the objective of helping India to achieve its development aspirations. ICRIER is inviting applications for the position of Deputy Finance Manager.

### **Scope**

To oversee the accounting data in the books of accounts for ICRIER, review day to day transactions for quality assurance, ensure statutory compliances with respect to statutory deductions and payment of dues thereof. In addition, take charge of the organizational budgeting process, maintain budget vs. actual expenditures and complement Operations Head when needed for reporting, audit and other statutory compliance requirements (such as for GST, Income Tax and FCRA).

### **Main responsibilities**

- Supporting the Operations Head across all grant portfolio's during various phases of grant life cycle (initial phase of grant application, evaluation of grant budget proposal, actual fund utilization reporting, renewal phase)
- Proper maintenance of project level accounting
- Ensure appropriate taxes and levies as required statutorily are appropriately deducted / paid as and when arise during course of operations
- Verify all payments incurred for completeness with respect to financial calculation, procurement policy, statutory deductions and required documentation and sign off the accounting vouchers for further release of payments.
- Run month end closing procedures such as reconciliation and settlement of bank, cash, advances, grant entries, and reconciling all donor fund and cash balances.
- Reconcile fixed asset register with regular additions and deletions made and to ensure accounting of depreciation.
- Facilitate and ensure conduct of various internal and external audits from time to time in close coordination with the other Finance Team Members.
- Provide adequate support to ensure timely submission of IT returns, MCA returns, FCRA returns and other statutory returns within timelines.
- Initiate Budget preparation with research teams and to complement the Operation Head in preparation and finalization of Annual organization Budgets and other Financial Reports.
- Maintain accurate and updated detailed budget sheets for all projects and for the management expenses of the organization.
- Prepare the financials of the organization with support of the auditor.
- Any other task assigned by the Operations Head

### **Qualification Requirements**

- Master's in commerce or qualified / semi-qualified Chartered Accountancy professionals.
- Minimum of 5 years of experience in a large reputed not for profit organisation.
- Working Experience of Cost-center based accounting in accounting software like Tally ERP, SAP, etc.
- Sound knowledge and understanding of all laws applicable to a non-profit organization
- Advanced level of expertise in Microsoft Word, Excel and Power point.
- High Level expertise in Financial Statement preparation and accounting disclosures.
- Experience in Financial Budgeting and Process Controls.
- High standards of integrity, ethics, and professionalism
- Excellent communication skills - written and verbal

Interested candidates who fit the eligibility criteria may please send your applications to Sonia Chopra [schopra@icrier.res.in](mailto:schopra@icrier.res.in) with copy to [suman@icrier.res.in](mailto:suman@icrier.res.in) with subject title "Deputy Finance Manager" with a cover letter and detailed resume. Please include in your application your present CTC, expected CTC, notice period and details of two references. Applicants who do not meet the eligibility criteria will get automatically rejected.

Last Date for Application: 7<sup>th</sup> January 2022