

American India Foundation (AIF) – Finance Officer – Livelihoods

Position : Finance Officer

Program : Livelihoods

Location : Delhi/NCR with travel across India

Nature of Employment : Fixed Term

Duration : 1 Year

Reporting to : Director- Livelihood

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 9.2 million lives across 29 states of India. Visit www.AIF.org to learn more about AIF's work.

About the Livelihoods Program:

AIF works closely with the public and private sector to create inclusive and sustainable livelihoods for individuals, families, and communities across India with a long-term goal of equalizing the informal and formal sectors to provide equitable opportunities for all citizens.

AIF's Livelihoods program envisions a world where poor and vulnerable communities have access to dignified work opportunities, empowering them with sustainable livelihoods. Since 2006, our Livelihoods program has directly and indirectly reached more than 1.2 million beneficiaries. The program takes a unique market relevant program approach, while leveraging technology to provide knowledge, skills, and opportunities to underprivileged youth, marginalized women and Persons with Disabilities (PwDs) to secure jobs, manage enterprises, and make a respectable living.

To enable a razor-sharp focus on the country's livelihood issues, AIF has also initiated the Market Aligned Skills Foundation (MASF), a Section-8 company envisioned as a social start-up. Closely aligned to the Global Sustainable Development Goals, the program's 'Vision 2030' focuses on seven "Pathways to Impact" with the goal of creating two million livelihoods and overall reaching out to ten million lives.

The "Pathways to Impact" have been designed with the aim of mitigating the devastating effect that COVID-19 had on the livelihoods of vulnerable communities. Multiple innovations have been introduced such as skilling through online platforms, creating access to remote jobs for rural youth, online jobs marketplace for PwDs, facilitating access to working capital for micro entrepreneurs and transforming Self Help Groups (SHGs) into rural women startups.

Pathways to Impact

1. **MAST 2.0:** Provide Market Aligned Skills Training and Employment as per need of the geography
2. **ABLE 2.0:** Create Career Pathways for Persons with Disabilities
3. **Entreperana:** Create Sustainable Income for Street Vendors

4. **Engage to Empower:** Create Aspirational Career Pathways for Youth and Women
5. **Harit Jeevika:** Create Sustainable Green Livelihoods
6. **Aatmnirbhar:** Create Sustainable Rural Livelihoods for Migrant Families or Women
7. **Grameen Jobs:** Create remote/multi skills jobs for rural youth within their local areas

Key Responsibilities:

Incumbent will be responsible for the financial management across projects and working closely with the program teams and ensure tracking and analyzing of project expenditures and ensuring financial management of grants across projects.

Programme Development & Financial Planning:

- Provide technical assistance to program staff to support the preparation of proposal budgets, annual project and sub- award budgets and budget re-purposing (based on need) and ensuring relevant approvals are being obtained from all stakeholders.
- Prepare and review the budget narratives for proposal budgets and ensure all budgets accurately cover the personnel and operating costs in the program.
- For current portfolio projects prepare project budgets and budget modifications if any.
- Ensure all project expenses are being verified as per the project terms and booked under relevant heads in the project.
- Collate/Analyze and report on actual and planned monthly expenditure, interpret and communicate with field managers, advise of variance against approved budget and make recommendations for corrective action.
- Coordinate, supervise and provide all financial statements/reports to various bilateral, multilateral donors and internal team members to ensure compliance with contractual and legal requirements.
- Carefully track and report project expenses, burn rates, and cash received from donors on a monthly basis. Alert finance and program supervisors when there are any financial risks for projects.
- Ensure budgets and other financial information is regularly updated and represented in financial and project management systems (GMS) and the google smartsheet.
- Assist in responding to audit requests from donors and managing the close-out processes and ensure there are no gaps in the utilization of funds.
- Perform project variance analysis and provide updated projections to support internal management and/or donor requirements.
- Coordinate with cross-functional teams in various matters and ensure financial data is provided based on need.
- Ensure clearance of staff bills as per timelines defined in SOP.
- Ensure program ledger are being updated by 10th of every month and monthly expenses being tracked through google smartsheet being maintained.
- Conduct field travel to the project offices as necessary to review the financial procedures and assist managers in their needs
- Any other task as assigned by the line manager.

Administration:

- Verify the documents as per SOP for procurement related, service-related agreement, rental agreements related in DAF further processing including approvals from concerned authorities and renewals as applicable.
- Ensure salary of livelihood staff are being verified, necessary approvals obtained if any and processed for further release as per timelines.
- Provide approval as per budget for new staff hiring, insurance and mobile expenses applicable, extension of contracts to the concerned.
- Assist in establishing and maintaining inventory management system across projects and control procedures.

Key Skills and Competencies:

- Post Graduate in Accounts/MBA (finance)/CA with at least 5 – 7 years of experience in accounting or finance, preferably in NGO, foundation with exposure to budgeting, accounting, financial management, grants, monitoring and reporting
- Proven numeracy and financial analysis/planning skills
- Ability to use financial system and track accounting activity
- Ability to prioritize workload, assume responsibility for work and follow through to completion.
- Team player who demonstrates leadership and is able to lead the team in financial related matters, support and train the staff as required in a participatory manner
- Ability to work on multiple projects simultaneously.
- Excellent critical thinking and project management skills
- Attentiveness to detail and accuracy in budgeting, accounting, reporting and writing
- Excellent interpersonal skills and communication skills
- Training and capacity building skills
- Highly computer literate with Microsoft office, google smartsheet and tally accounting software.
- Ability to travel based on need

Other:

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in light of strategic development following discussions with the post holder. The post holder would be expected to work to agreed objectives that should facilitate achievements of the key responsibilities in accordance with the performance review process.

Reporting: The position will report to Director-Livelihood at American India Foundation who also plays the role of Chief Executive Officer at Market Aligned Skills Foundation.

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it along with your current salary and expected salary to livelihoodrecruitments@aif.org with subject line "Finance Officer - Livelihoods"

Deadline for applications: **4th April 2022**

Only applications of short-listed candidates will be acknowledged.