

## **American India Foundation (AIF) – Finance Manager**

**Position:** Finance Manager

**Function:** Finance & Administration

**Reporting:** Sr. Director- Finance & Admin

**Location:** Gurgaon

### **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 **12.9 million lives** across **35 States and Union Territories** of India. Learn more at [www.aif.org](http://www.aif.org)

### **Roles & Responsibilities:**

#### **1. Financial Accounting:**

- Verification of all bills and supporting documents and ensuring that all the payments are made in accordance with AIFT standard procedures and help in communication on all financial issues to various teams.
- To ensure that all financial transactions are recorded accurately and in time.
- To check receipt and payment vouchers & approve them post verification and in compliance with AIFT policies and regulatory requirements.
- Carry out controlling and supervision to ensure timely payment of all office operation costs, e.g., rent, electricity, water, telephone, internet bills etc.
- To regularly scrutinize the ledgers, cash balance, all imprest accounts to ensure funds are properly utilized and accounting transactions are being correctly recorded.
- To maintain vendor records and payments.
- To liaison with banks for receipts, payments and transfers including investments.
- Ensuring that all bank accounts are reconciled on a monthly basis.
- Maintaining and meeting the fund requirements at different location of programs.
- Ensuring management of filing systems and maintaining office records/registers
- Responsible for office cash maintenance.
- To closely supervise Accountant / Finance officer on a daily basis.

## **2. Statutory Compliances:**

- To coordinate with statutory auditors for the annual audit process and provide necessary documents and records.
- To support donor audits including addressing of audit queries and to prepare reports and utilization certificates for individual donor projects as per terms and conditions of the grants.
- To coordinate with tax /PF consultants for preparing replies to notices from Income Tax, FCRA and PF department and provide detailed information / documents asked for during income tax scrutinies.
- Ensuring timely payment and deposit of EPF on month-to-month basis, co-ordination with PF consultant for filing quarterly and annual returns and for issuing annual PF statement to staff.

## **4. Grant Management & MIS**

- Coordination with Program teams in managing Grants and contracts.
- Review of Financial reports and documents submitted by partners.
- Processing of Due diligence for new partners, signing of MOUs, release of tranches and final closure of individual partner grants online.
- Reconciliation of donor balances.
- To analyze donor agreements to ascertain usage of funds as per agreement with donor.
- To track on line donations
- To provide documents and information for new grant proposals

## **5. Project Accounting:**

- Project accounting for AIFT projects implemented through partner NGO, s to ensure timely and accurate booking of project expenses.
- To track all advances made to projects and individuals and their timely reconciliation upon submission of bills.
- To coordinate with project staff for any financial queries/clarifications.
- To prepare donor reports /utilization certificates for donor reporting in co-ordination with program teams.
- To conduct financial review of selected NGO partners and submit review report.

**Qualification and Experience:**

- C.A./ M.com/ MBA in Finance
- Around 5-10 years of experience in finance and accounting. Experience with a not-for-profit would-be a plus.
- Experience of past working on any ERP software preferred.
- Working knowledge of excel spreadsheets

**Skills:**

- Consistently approaches work with energy and a positive, constructive attitude.
- A team player with strong interpersonal skills and ready to take on additional tasks.
- Demonstrates the ability to multitask.
- Thinks out of the box and has leadership skills.

**Reporting:** This position will report to the Sr. Director- Finance & Admin.

**Other:** Salary shall be commensurate with experience.

**Position Availability:** Immediately

**Application Process:** To apply for this role please send your CV to [indiarecruitments@aif.org](mailto:indiarecruitments@aif.org) with a subject line **"Finance Manager"**.

Only short-listed candidates will be contacted.