

## The American India Foundation Trust

**Position:** Director - Finance & Administration

**Location:** Gurgaon

**Reporting to:** Country Director

**Nature of Employment:** Full time staff, , Work from Office

**Duration:** Open-ended

### Background:

The American India Foundation (AIF) 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.

Working closely with local communities, AIF develops and tests innovative solutions in partnership with NGOs and Governments to create and scale sustainable impact. Founded in 2001, at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of 12.9 million of India's poor since then. With offices in New York, California and Delhi NCR, twelve chapters across the U.S., AIF is transforming lives across 35 States and Union Territories of India while addressing issues in the field of education, health, livelihoods, and nurturing the next generation of leaders committed to impactful change.

Learn more at [www.aif.org](http://www.aif.org) Learn more at [www.AIF.org](http://www.AIF.org)

### Role summary:

The **Director - Finance & Administration** will be responsible for driving the overall financial & general administration policies, protocol and direction of AIFT. He / She will create, implement, and streamline financial & administrative processes and systems required to support the organization's strategy and growth.

The position will work closely with AIF's Leadership team and will report to AIFT's Country Director, for the purposes of India regulatory compliance. The position will be based in Delhi NCR in India and will lead Finance & Administration teams. The position will also work closely with the AIF US Team.

### Key Roles & Responsibilities:

#### 1. Strategic

- Playing a leading role in compiling AIFT's budget and growth strategy.
- Executing strategies to optimize AIFT's sustainability & growth.
- Ensuring expertise and effectiveness across operating platforms.
- Understanding AIF's vision and needs for financial planning and management across programmatic & functional goals.
- Acting as the Financial visionary for the organization and provide all the necessary financial & administrative support to Leadership team (India & US) and program teams within the organization.

- Participating in the Organization's strategic planning process as an integral member of the Senior Management team; providing strategic recommendations based on financial analysis and projections as well as regulatory framework.
- Building the roadmap for organization's financial sustainability & growth. Collaborate with stakeholders for successful roadmap deployment.
- Aligning Financial management & planning practices to AIF's Board's vision, India's regulatory norms, statutory compliances, and evolving donor requirements.

## 2. Operations & Compliances - Finance

- Overseeing the annual budgeting exercise and the implementation of budgets; monitoring progress routinely and presenting relevant operational metrics.
- Managing money handling, accounting, and bank processes.
- Managing day-to-day cash flow, including closely monitoring the use of funds by programs.
- Establishing and monitoring investment strategies and policies in accordance with the organization's strategy.
- Managing day-to-day operations of the finance department, including approval and processing of expenditure, maintaining adequate financial records and systems, relationship management with banks, auditors, landlords and other vendors, and other routine administrative tasks.
- Managing approval and processing of infrastructure and expenditure, maintaining adequate financial records and systems, relationship management with banks, auditors, landlords and other vendors, and other routine administrative tasks.
- Maintaining adequate internal controls to minimize risk within the operations of the finance & administration functions.
- **Ensuring compliance with all internal policies, as well as statutory and regulatory requirements; including all responsibilities related to the AIFT Board of Trustees.**
  - **Ensuring utmost compliances across all aspects related to FCRA compliances, CSR compliances, Taxation compliances, board related compliances, statutory audits & compliances.**
- Coordinating all statutory, donor as well as special audits.
- Preparing and communicating periodic financial statements to all relevant stakeholders, including the Board and the Finance Committee; publishing of annual reports.
- Overseeing financial reporting to funding organizations including financial monitoring visits, administrative visits including those necessary for organizational & statutory compliances viz safety & health of people and systems of AIFT
- Collaborating with leadership to build an environment of collective responsibility and accountability.

## 3. Operational - General Administration

- Leading all practices and day-to-day operations of the administration department, including but not limited to:
  - Overseeing day-to-day operations,
  - developing & disseminating organizational policies viz Administration,
  - disbursing funds to managers,
  - managing administrative budgets, negotiating contracts and agreements with vendors,
  - maintaining corporate relationships,
  - monitoring operating expenses,
  - liaising with programs & functions,
  - Updating executives on business performance.
- Ensuring day to day office arrangements including seating plan for all staff,

- Ensure proper maintenance and insurance of office properties including building, office furniture and equipment, computers etc. through regular monitoring and upkeep
- Maintaining records of all movable & immovable assets at central and state offices and ensure assets register and asset numbering is up to date,
- Ensure travel/tickets, cab/taxi and stay arrangements of all staff and visitors as per travel requests
- Manage effectiveness & cost optimization for travel and lodging.
- Manage rent renewals and new offices premises leases for effectiveness & cost optimization,
- Events management and administrative support to all meetings / conferences and official receptions
- Overseeing & conducting administrative visits necessary for organizational & statutory compliances viz optimum utilization, safety & health of people and systems of AIFT.
- Designing & implementing effective, safe & budget friendly protocols & practices viz workspaces and infrastructure, travel, accommodation, transportation, goods & services on need basis.

#### 4. People & Knowledge

- Hiring, training & managing the Finance & Administration team.
- Guiding and engaging other staff/team members outside of direct area of control to facilitate cross-department collaboration.
- Build organizational financial planning & management capacity as well as General administration processes & efficiency.
- Mentor the Finance & Admin teams for effective service & support to program needs.
- Driving the Finance & Admin teams and leading performance reviews, to ensure an engaged, skilled, collaborative workforce.
- Build & execute pro-active retention strategies for Finance & Admin teams within organizational policies.

#### Qualification and Experience:

- CA/CPA with **minimum 12 years of experience** in finance, accounting, budget control and reporting; **experience with a not-for-profit would-be preferred.**
- Strong understanding of various aspects of financial planning & management as well as general administration needed for internal Finance & Administration systems in the organization.
- Ability to work under ambiguous, fast-evolving, high-pressure & growth-focused environments.
- Strong analytical and problem-solving skills.
- Technology savvy with the ability to manage and mine data for financial reporting and business decisions.
- A team player with strong inter-personal skills and a collaborative and flexible work style.
- Pro-active, hands-on manager with the ability to develop, motivate and lead a team of 8-10 staff in a dynamic team environment.
- Effective communicator, with strong oral and written skills.
- Strong service mind-set with demonstrated commitment to the social sector.
- Strong demonstrated knowledge and skills of accounting and reporting software, tools, and frameworks.
- Strong demonstrated experience of working with CSR donors, Boards of Directors, Auditory firms and legal experts for furthering and safeguarding organizational interests.
- Strong collaborative and interdepartmental inclusive skillsets.
- Proven experience in leading by example and inspiring teams for excellence
- An ability to constantly educate oneself to be up-to-date with the latest financial and statutory advances.

- Excellent written & verbal communication skills; sound representational and liaising abilities
- Familiar with the current technology trends and ability to use them to build business strategies
- Good analytical and problem-solving skills
- Strong Budgeting skills
- Experience of implementing ERP solutions in Finance & Administration and exposure to the functioning of the non- profit sector would be a plus.
- Ability to travel occasionally

**Other:** Salary commensurate with experience.

Only applications of shortlisted candidates will be acknowledged

**Position Availability:** Immediately

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