

American India Foundation (AIF) – Officer - Finance

- Position: Officer - Finance
- Department: Accounts & Finance
- Reporting: Manager - Finance
- Position type : Fixed Term Staff
- 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

Job Summary:

The Officer - Finance will be responsible for supporting the Accounts and Finance team with transaction processing, bank operations, reconciliations, accounting, audits, legal compliances and donor reporting. The Finance Officer will also coordinate with program teams in managing grants and contracts including due diligence, vetting and signing of MOUs/contracts, analyzing UCs received from partners, release of tranches, reconciliation of partner accounts, carrying out financial monitoring visits and closure of grants. This also includes maintaining up-to-date books and accounting records in ERP software as well as other software packages and on Excel files.

Key Roles & Responsibilities:

1. Financial Accounting:

- Ensure processing and accounting for all payments for MASF & DEF including vendor invoices, utility bills, staff claims and salaries in a timely manner following organizational policies and procedures.
- Ensure maintaining up-to-date books and accounting records in ERP software as well as other software packages and on Excel files.
- Ensuring correct deposition of all donor grants and other receipts in AIFT bank accounts and issue of timely receipts/certificates for the same.
- Ensure that all bank accounts related to new entities are reconciled on a monthly basis.
- Ensuring compliance with all regulatory requirements pertaining to EPF, Taxation and FCRA and ensure timely deposition of all regulatory dues and returns.
- Communicating with banks, vendors, partners and third parties in connection with normal business transactions.
- To regularly scrutinize accounting ledgers and reconcile accounting information to ensure funds are properly utilized and accounting transactions are being correctly recorded.
- Analyze and compile accounting information to prepare various financial reports as per organizational requirements.
- Monitor budget utilization and provide variance analysis reports on a periodical basis.

- Provide support to program teams in managing grants and contracts including due diligence, vetting and signing of MOUs/contracts, analyzing UCs received from partners, release of tranches, reconciliation of partner accounts, carrying out financial monitoring visits and closure of grants.
- Coordinate with statutory auditors for the annual audit process and provide necessary documents and records as well as reply to audit queries.
- Provide inputs for donor reporting and help comply with donor audit requirements in line with the terms and conditions of the MOU with individual donors.
- Liaise with Statutory auditors, consultants and tax advisors to ensure smooth delivery of services and compliance with all statutory requirements pertaining to Income tax, EPF, ROC etc.
- Any other task assigned by the Director (F&A).

Key Qualifications, Skills & Experience:

- Minimum Post graduate in commerce with preference for CA (inter)/MBA (Finance).
- Minimum 2-4 years of non-profit accounting experience with exposure to various areas including accounting, budgeting, management & donor reporting, dealing with regulatory compliances in India related to EPF, taxation and FCRA
- Proficiency in use of ERP accounting software as well as M.S Office is a must.
- Possesses a variety of skill sets including strong analytical, time-management, multi-tasking, and inter-personal skills.
- Technology savvy with the ability to manage and mine data for financial reporting and business decisions.
- A pro-active, hands-on manager with the ability to collaborate with other inter departmental team members, in a dynamic work environment.
- An effective communicator, with strong oral and written communication skills.
- A team player who is supportive, flexible, Responds positively to feedback and respects diverse point of views.

Relationships:

- Position reports into: Manager - Finance
- Relationships: Program teams, Communications teams, Strategic Partnership Team, Monitoring and Evaluation Team and Human Resources Team.

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 the current and expected salary to indiarecruitments@aif.org with subject line **“Officer- Finance”**

Only applications of shortlisted candidates will be acknowledged.

To apply, click [here](#)

