

Terms of Reference for the Position of 'Manager - Finance', GLRA India

Key Job Responsibilities:

- Assume day to day supervision and controlling of book-keeping of GLRA India accounts through Winpaccs Software as and when required.
- To receive and process all invoices, requests for payment.
- To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.
- Enter tally and Winpaccs on daily basis
- Validation of vouchers and writing top voucher, cancelling the original voucher with rubber stamp
- Getting the voucher passed by the authority before the payment is made
- To ensure all filing is done in a timely and accurate manner.
- Prepare cheques for payment.
- Preparation of Journal vouchers
- Preparation of Monthly statements of accounts and budget variance sheets
- Assisting the management in preparing Trial balance and yearly statements.
- Prepare bank vouchers & Data Entry in Tally and Winpaccs
- Prepare monthly Bank Reconciliation statements

- Imprest reconciliation on monthly basis
- Follow up with all offices for reconciliation on monthly basis
- Prepare monthly salary statements
- Prepare Monthly, Quarterly & Annual Financial Statements
- Provide Auditing Support Works
- Prepare & process the settlements received from direct projects
- Update weekly the status of settlement to the superior
- Provide vouchers numbering & filing for accounts
- File all correspondence papers with regard to accounts
- Coordinate and assist all the offices in India for any finance matters
- Other duties as required

Geographical scope: The 'Manager - Finance', will be based in Divisional Office South, Chennai and he/she will travel to other offices and projects as and when required.

Supervision and Reporting:

This position reports to 'Regional Finance Manager, Asia for daily activities and keep the CEO and ARR updated as and when required.

Qualifications, Experience, Skills & Competencies:

- Academic: Any Postgraduate degree in Commerce / MBA finance.

- 7 years of experience in finance with minimum of 3 years in association with NGO preferably.

- **Organizing skills:** Strong ability to deal with a large volume of work, prioritize work assignments, perform routine work independently, meet deadlines and adapt to constantly changing demands; strong ability to deal with tasks related to meetings, appointments, travel and follow-up

- **Communication skills:** Excellent ability to draft correspondence, correct documents and present information to donors & others

- **Interpersonal skills:** Strong ability to work effectively in a multicultural team with sensitivity, strong team player and respect for diversity. Ability to act with tact, diplomacy, discretion and respect for confidentiality and gender sensitivity.

- **Computer skills:** Updated MS Office (Outlook, Word, Excel, Power Point)

- **Language skills:** Proficiency in **English and Hindi***

Other Skills Competencies:

- o Excellent understanding and innate passion to work in the social sector
- o Good negotiation, influencing skills; good analytical & problem solving skills
- o Willing to travel extensively as and when required and flexibility to attend meetings out of normal working hours.

Interested candidates may submit the resume(indicating their motivation to apply) to ho@glraindia.org