

JOB DESCRIPTION

Program Assistant-Finance Bharat Rural Livelihoods Foundation

Position: Program Assistant -Finance

Location: Bhubaneswar, Odisha with travel to BRLF geographies of operation

Number of Positions: One

Reports To: Program Officer with dotted line relationship with Manager – Finance & Accounts, Head Quarters – Delhi.

Nature of Employment: This is a project-specific position offered as a full-time, three-year contract with benefits. Renewal is possible, subject to project extension and availability of funds.

1.ORGANISATION BACKGROUND:

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), Government of India (GOI) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, to transform livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are fostering strategic partnerships with state govt for improving program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a knowledge Hub for the sector.

For more details, visit www.brlf.in

2. Role Description

The Program Assistant – Finance will provide support to the finance team in managing financial operations, ensuring compliance with financial regulations, and assisting in budget management for BRLF's projects and office administration work. The role involves tracking financial transactions, maintaining financial records, and assisting in preparing financial reports for various programs.

3.Key Duties and Responsibilities:

- **Financial Recordkeeping:** Maintain accurate and up-to-date records of all financial transactions related to BRLF's programs, including payments, receipts, and expenditures as per requirements.
- **Budget Assistance:** Assist in preparing budgets for various projects, monitoring budget utilization, and ensuring financial compliance with BRLF guidelines.
- **Payment Processing:** Ensure timely processing of payments, vendor invoices, and reimbursements in line with BRLF's financial policies.
- **Financial Reporting:** Assist in preparing monthly, quarterly, and annual financial reports, as required by the finance team and donors.
- **Audit Support:** Help prepare documentation for internal and external audits, ensuring all required financial records are readily available.
- **Statutory Compliances:** Knowledge of statutory compliances such as TDS, GST, PT, FCRA, etc. Ensure that all financial activities comply with organizational policies, donor requirements, relevant legal and regulatory standards and that all compliances fulfilled within timelines.
- **Data Entry & Management:** Accurately input financial data into the accounting system and assist in maintaining an organized filing system for financial documents.
- **Liaison:** Coordinate with program teams and external partners to ensure proper financial documentation and resolve any discrepancies in transactions.
- **Grant Management:** Work with grant partners on financial reporting & processing funds and conduct & facilitate grant audit.
- **Donor Reporting:** Prepare the donor reports and other deliverables as per the requirements
- **Administration & Procurement:** Support in day-to-day procurements and other administrative work as per needs and requirements.
- Any other tasks assigned by the Reporting Manager may be required by BRLF.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification and Experience:

- Bachelor's degree in finance, Accounting, Commerce, or a related field. Candidates holding a master's degree would be given preference.
- A minimum of 5 years of experience in finance or accounting roles, preferably in the development sector or non-profit organizations.
- Familiarity with project-based financial management is an asset.

Skills and competencies:

- **Financial Knowledge:** Strong understanding of basic financial management, accounting principles, and budget tracking.

- Attention to Detail: Accuracy in handling financial data and ensuring compliance with financial procedures.
- Organizational Skills: Ability to manage multiple tasks, maintain organized financial records, and meet deadlines.
- Analytical Skills: Ability to analyze financial data, identify discrepancies, and resolve issues.
- Communication Skills: Clear and concise verbal and written communication, with the ability to coordinate with various teams and stakeholders.
- Software Proficiency: Proficiency in financial software (e.g., Tally, QuickBooks) and MS Office, particularly Excel.

5. COMPENSATION OFFERED:

The remuneration package is budgeted for a range of INR 40,000-45,000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

6.LOCATION: Bhubaneswar, Odisha

7. Languages

Good command in speaking, reading, and writing in English and Odia are required. Knowledge of Hindi language would be an added advantage to the candidate.

8. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply through [link](#).

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of November 17, 2024.

BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Women are encouraged to apply.