



WATERAID INDIA

Job description

JOB TITLE : **FINANCE OFFICER (Internal Operations & Contract Management)**

Grade : **4**

RESPONSIBLE TO : **Manager Finance**

Reporting to the Position : **1 Accountant**

PLACE : **New Delhi**

Purpose

Provide support in management of contract funding including, budgeting, reporting and compliance checking for all donors. Responsible for WaterAid India's internal finance information systems, control, accounting and cash flow management at the country office. To support and facilitate programme team on accounting and budget monitoring systems and the processing of expenditure reports in line with contract agreements.

Accountabilities

1. Management of Finance information systems

- Ensure regular update, periodical review, reporting, accounting at the country office.
- Prepare Fund transfer requests and cash flow management for the whole programme
- Update FMS VT, and review of all Country Office transactions
- Receive, review finance files from all regional offices and update them in the main system

2. Financial Reporting

- Be responsible for meeting periodical internal and external financial reporting requirements (monthly, quarterly, half yearly and year end procedures)
- Follow up timely receipt of financial reports from and units
- Maintain spreadsheets showing spend against budget, monitor, analyze and present periodical control reports

3. Ensuring Internal controls at Country Office

- Ensure internal control and procedures are operational and adhered, report on variance
- Ensure adherence to Country Accounts Manual, and compliance to donor contracts.

4. Responsible for contract funding database

- Budgeting, reporting, monitoring and compliance checking for all donors.
- Maintain control spread sheets of various donor budgets, partner linking and spending
- Generate necessary report in the prescribed formats for each donor as per the schedule
- Maintaining and safe keep of all database and files related to contracts

5. Partner Monitoring – systems, controls and utilisation:

- Make monitoring visits to partners, review financial progress with actual project activities.

- Check the internal controls of partner organisations according to WaterAid and Donor requirements especially with regard to recording and safeguarding of assets.

6. Compliance and Risk Management

- Fulfil the statutory and local legal requirements
- Oversight to PF, TDS, FBT returns and compliance requirement
- Ensuring compliance of Risk assessment procedures for the Country Office as per the WAI Risk Register

7. Line Management

- Line manage the accountant and supervise all functions on accounting, data entry processes, records and documents, cash holding and bank transactions

8. Support Country Finance Team

- Support in internal and external audit as related to Country Office
- Support on partner monitoring and any other finance function as may be required

Person Specification

Qualification: Qualified Chartered Accountant or an equivalent degree

Experience

- Minimum of five years work experience of which at least 2 years of financial information systems management in a development organisation.
- IT literate and have good knowledge of Excel & word (MS Office in general).
- Experience of developing and using control systems and sheets for monitoring and reporting
- Experience in donor reporting and contract management
- Able to work effectively in a diverse team environment

Skill Abilities

- Highly numerate
- Strong accounting knowledge and analytical/problem solving skills.
- Able to coach both finance and non-finance people on financial topics including budgeting & internal controls.
- Fluency in spoken and written English language and the local language
- Excellent in oral and written communication

Personal Qualities

- Creative and takes initiative.
- Ability to think objectively & to work independently
- Knowledge of local language
- Ability to train, and motivate staff effectively in a fast-paced environment.
- Self motivated person able to work without close supervision
- Excellent planning and prioritisation skills