



## **Finance cum Grants Manager**

Are you enterprising, good at planning and a positive-critical team player? If so, the Global March Against Child Labour (GMACL) is looking for you to support and advice on financial administration and grants management of the national and international programmes of the organisation.

## **What are you going to do?**

In this role you are responsible for financial management and project administration and control of the projects, (legitimacy of expenditure and donor compliance) and internal and external regulations. In addition, you contribute to the quality, completeness, transparency and user-friendliness of external reports such as the Annual Accounts, donor reports, etc.

A snapshot of your profile:

- Manage implementation of financial policies and procedures for the organisation in line with non-profit and donor requirements.
- Routine generation of timely and accurate internal and external financial reports, donor finance reports, including monthly and annual financial statements.
- Assist with forecasting for the grant fiscal year, contribute to organisational financial forecasting as well as programmatic budget planning.
- Provide financial analyses, reports and forecasts to management.
- Oversee the accuracy of the organisational accounting records.
- Establish and monitor adequate internal controls.
- Prepare Month-end closings and bank reconciliations.
- Collaborate with project teams to conduct grant opening meetings, establish budget monitoring and financial reporting schedules, and ensure regular coordination with project teams.
- Prepare the annual audit and tax returns. Work remotely with the Financial Auditor in the Netherlands to finalise yearly audit reports of the organisation
- Monitor budget expenditures to ensure compliance with donor requirements and restrictions.
- Ensure timely production, and support review of, project invoices, bills and vouchers. Oversee procurements and purchases for the concerned projects and activities.
- Stay abreast of evolving donor compliance requirements and assist the organisation in familiarising staff with the requirements of new donors

The role involves the possibility of International travel to certify financial reporting and accounting processes of project implementing partners. The role will be assisted by an Administrative Officer.

## **What are you bringing?**

- Bachelor's degree in finance, accounting or related field
- A minimum of five years of non-profit finance administration experience, preferably an international NGO with a mix of funding sources.
- A minimum of three years of experience in grant or project accounting and reporting
- Strong knowledge of: general ledger, banking, accounts payable, accounts receivable, fixed assets, and nonprofit taxes and registrations.
- Proficient in the use of automated financial systems and project administrations (both Indian and International. Example Tally, Zoho, Quickbooks)
- Knowledge of Office and especially proficient with using Excel.
- Proficient in understanding donor contracts, contractual compliance, and reporting requirements
- Adept at presenting complex financial information in a clear manner to board members, senior management, staff members and others.
- Good communication skills with the ability to communicate in a diverse, multi-cultural environment.

The following competencies are essential for this position: result-oriented, independent, planning and organising, quality-oriented, collaboration and gender sensitivity.

Expected Start Date: Upon notice

**Interested candidates to send their CV and 1 page cover letter to [info@globalmarch.org](mailto:info@globalmarch.org) with cc to [deepika@globalmarch.org](mailto:deepika@globalmarch.org)**

**Visit the organisation website to know more about it - [www.globalmarch.org](http://www.globalmarch.org)**