



### **Grants cum Admin Coordinator**

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 manage grants and administration of the organisation and its specific projects.

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

In this role you are responsible for grants management as well as administrative responsibilities of the organisation. **It is an independent role where you will be reporting to the Director Programs and Financial Management.** Given the small team size, you will be expected to manage things on your own.

A snapshot of your profile:

- 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 as well as programmatic budget planning.
- Oversee the accuracy of the organisational accounting records.
- Prepare Month-end closings and bank reconciliations.
- Collaborate with project teams to conduct grant opening meetings, establish budget monitoring and financial reporting formats and 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
- In-charge of managing administrative requirements of the organisation including HR responsibilities like staff contracts, salary processing, staff expense reimbursements etc.
- Support with administration tasks in organising important events like consultations, trainings and meetings in coordination with program staff.

The role involves the possibility of International travel to certify financial reporting and accounting processes of project implementing partners.

**What are you bringing?**

- Bachelor's degree in finance, accounting or related field
- A minimum of three years of non-profit finance administration, project accounting and reporting experience
- **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
- Strong knowledge of: general ledger, banking, accounts payable, accounts receivable, fixed assets, and nonprofit taxes and registrations.
- 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:** As soon as possible

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)