

About IGSSS:

Indo-Global Social Service Society (IGSSS) is a non-profit organisation working with the mandate for a humane social order based on truth, justice, freedom and equity. Established in 1960, IGSSS works for development, capacity building and enlightenment of the vulnerable communities across the country for their effective participation in development. IGSSS implements and supports quality development projects in 21 States and 1 Union Territory in India to empower individuals and communities and has been working different partners on various issues. Through its projects on Sustainable Livelihood, Disaster Risk Reduction, Gender Equality, Urban Poverty Reduction and Youth Development, IGSSS reaches to more than a Lakh family every year. IGSSS has touched lives of 1,12,10,873 families since its foundation. The Programmes at IGSSS are targeted towards the poor and marginalized sections of the society.

We are seeking applications from candidates for one of our upcoming project in, Vishakapatnam, Telangana.

Job Title: Finance and Procurement Officer

Location: Anadapuram Block, Vishakapatnam District, Telangana, India

Position Number: (Specify Number of Positions)

Role Overview: The Finance and Procurement Officer will oversee the financial operations of the projects, focusing on budget management, procurement, expenditure monitoring, and reporting. They will collaborate with the Project Coordinator to ensure financial compliance and manage systems essential for project success.

Key Performance Areas:**1. Financial Compliance:**

- Ensure staff compliance with financial guidelines and approval levels.
- Review monthly financial tracking tools to control project budgets and provide variance reports to Project Coordinators.

2. Procurement Management:

- Ensure timely completion of procurements and verify supporting documents for authenticity.
- Verify accounts and reconcile statements to ensure accuracy of financial transactions.

3. Financial Documentation:

- Prepare vouchers and allocate expenses according to accounting codes in alignment with project budgets.
- File and archive all accounting and supporting documents appropriately in the Finance Department Database.

4. Field Support and Compliance:

- Visit field locations to provide support and ensure grant spending compliance.
- Provide financial information and reports to the Finance and Admin unit as required.

5. Collaboration and Coordination:

- Work closely with HR and Administration on financial systems, asset management, and procurement related to project activities.
- Verify expenditures and payments to vendors based on approved procurement plans and processes.

6. Budget Management:

- Support the project team in preparing project budgets and adjusting them according to changes in project plans.
- Ensure compliance with donor and government financial recording and reporting requirements.

7. Reporting and Record Keeping:

- Prepare and submit monthly, quarterly, and annual financial reports to Project Coordinator/HO Finance unit.
- Maintain project-related records, contracts, and approvals.

8. Cash Management:

- Manage cash flow of the project office, ensuring compliance with organizational norms.
- Close cash book regularly and ensure accurate cash transactions.

9. Office Administration:

- Responsible for office administration duties as required.

Qualifications and Competencies:

- Graduate in Commerce with at least five years of relevant experience in NGO financial management.
- Proficiency in core financial management activities including accounts payable, cash management, budget development, and statutory requirements.
- Strong computer skills, especially in Excel and Word, and working knowledge of Tally.
- Ability to prioritize work, meet deadlines with minimal supervision, and adapt to changing situations while maintaining focus on delivery.
- Excellent analytical and conceptual thinking skills with a proactive approach.
- Strong leadership, communication, and interpersonal skills.
- Proficiency in English, Hindi, and regional language.
- Attention to detail and ability to work creatively and effectively under own initiative.

Remuneration/Package/Benefits: Remuneration / Package / Benefits: Maximum limit up to 35000/- per month CTO based on experience and overall fit including PF as per law. In addition - range of benefits including medical insurance, personal accident insurance, and opportunities for further personal development.

We are equal opportunity employer, Women and Transgender are encouraged to apply.

Application Process: Interested candidates, please email the following to hr@igsss.net mentioning the position name & location. **Last date of Submission 26th Mar 2024.**

- Latest updated CV combined with cover letter

- Details of 2 references with full contact details
- Expected Salary & Joining date

Only shortlisted candidates will be contacted for Interviews.