

Executive Assistant - Accounts

Organization	Coalition for Disaster Resilient Infrastructure Society (CDRI)
Job posting date	27/01/2023
Location	New Delhi, India
Grade	EA -Accounts
Contract	01 Year and extendable, this is an outsourced position
Occupational groups	International Development, Accounts, Finance
Last date of application	17/02/2023

Background:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience in infrastructure systems and their development. The vision, mission, goal, and objectives of the CDRI are linked to the post-2015 development agendas. The CDRI will also contribute to the resilience of global infrastructure systems in an increasingly interconnected world.

The CDRI will support countries to upgrade their systems for ensuring disaster and climate resilience of existing and future infrastructure. It seeks to rapidly expand the development and retrofit of resilient infrastructure for the SDGs objectives of universal access to basic services, enabling prosperity, and decent work.

The Government of India has established a Society in New Delhi to act as the Secretariat of the CDRI. The Secretariat functions under the direction of the international Governing Council and implements the programs of CDRI.

Objective of this position:

The EA-Accounts will be responsible for handling accounts activities at CDRI.

Roles and Responsibilities:

1) Update and maintain Books of Accounts:

- Ensure proper and timely maintenance of Books of Accounts. Enter data in Tally Accounting software, accurately on a daily basis
- Ensure organized filling system of Vouchers/Accounting reports/files/registers/papers etc.

2) Fund Management:

- Ensure timely payments to employees' and vendor as per policies and procedures of CDRI and support Manager- Accounts in ensuring overall compliance
- Reconciliation of Bank Accounts on a monthly basis and follow-up on outstanding entries
- Maintain Cheque Book Inventory properly
- Maintain the record of Investments and reconcile the same with the accounting records
- Assist in preparation of Cash flow management and liquidity statements

3) Statutory Obligation:

- To ensure correct deduction of taxes as per prevailing rates and report to Manager- Accounts in the format specified on time

- Preparation of data for TDS, GST, EPF & ESIC Challans>Returns
- Downloading of necessary certificates from Income Tax & GST Websites and reconcile the data with books of accounts
- Collection of Investment declarations from staff and accurate Tax calculations
- Calculation of PF/ESIC/other deductions on Payroll

4) Preparation of MIS Reports:

- Support Manager - Accounts in meeting all Reporting requirements.
- Assist in Internal and Statutory Audits

Skills & Competencies:

Essential:

- Excellent knowledge of Accounting Software specially Tally, ERP (latest Version)
- Knowledge in FCRA, TDS, GST, EPF & ESIC compliances
- Proficient to work on MS Office, especially MS Excel
- Good interpersonal and facilitation skills.
- Ability to work under pressure with multiple tasks, demands and deadlines with a positive and constructive attitude
- Good verbal and written communication skills in English

Desirable:

- Experience of working in international organizations
- Good financial skills with high attention to detail

Qualifications:

Educational Criteria:

Graduate/ Post-Graduate in Commerce or equivalent. MBA- Finance from a reputed Institute would be an advantage

Experience Criteria:

Minimum 3 years of relevant professional experience, preferably with an International /Multilateral/Government organization

Reporting Line:

The incumbent shall report to Manager – Accounts

How to Apply:

If you have experience of working in a similar capacity and want to make an active and lasting contribution in a global initiative spearheaded by India, please apply through the **online application form only** on or before the last date.

Application Process: Online application form will be available at <https://app.cdri.world/career/public/>

CDRI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. All applications will be treated with strict confidence.

CDRI has ZERO Tolerance on sexual exploitation and abuse & any kind of harassment, including sexual harassment and gender / racial discrimination. Any selection, therefore, will be subject to satisfactory reference and background check.