

Assistant Manager- Finance

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	14/04/2023
Location	New Delhi, India
Grade	Assistant Manager
Contract	Initial 3 years of fixed term contract, the contract may be extended for another 3 years
Occupational groups	International Development, Accounts & Finance
Last date of application	30/04/2023

CDRI is looking for a dynamic, analytical, and meticulous colleague to support the Financial matters of the CDRI Secretariat. The incumbent will demonstrate proficiency in Accounting & Finance processes with the ability to deliver, promote and support a positive and inclusive team environment.

About us

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development. Further details are available at: <https://cdri.world>

CDRI has the following strategic priorities:

- a) **Technical Support and Capacity-building:** This includes disaster response and recovery support; innovation, institutional and community capacity-building assistance; and standards and certification.
- b) **Research and Knowledge Management:** This includes collaborative research; global flagship reports; and a global database of infrastructure and sector resilience.
- c) **Advocacy and Partnerships:** This includes global events and initiatives; marketplace of knowledge financing and implementation agencies; and dissemination of knowledge products.

The Secretariat of the CDRI operates from New Delhi under the direction of the international Governing Council and implements the programs of the CDRI.

Objective of this position:

The Assistant Manager-Finance will be responsible for handling of all financial matters of the Secretariat Office under the supervision of Manager- Finance

Role and Responsibilities:

- **Budget Administration:** Support Manager Finance in preparation of annual budgets and keep a record of approved budgets with all the amendments.
- **Adherence to Finance & Accounting Policies & Procedures:** Ensure strict compliance with F&A policies and procedures. Responsible for ensuring quality services and support within the framework of policies and procedures.
- **Liquidity Management:** Preparing the status of funds availability, liquidity status on regular basis and submit to Manager – Finance.
- **Banking Regulations:** Update the banking/credit card operation controls as per the approval/resolutions passed by the Management Committee/ Executive Committee.
- **Funds Investment:** Liaison with banks to find out the suitable fund investment plans to invest the CDRI funds.
- **Grants Management:** Maintain & update the record of Donors and keep track of receipt of grants and signed ToRs/MoUs.
- **Fraud Risk Management:** Ensure that necessary steps have been taken for prevention of frauds and misappropriation of funds.
- **DFPR Management:** Ensure that all the financial transactions of the organization are within the authorization rules as described in Delegation of Financial & Administrative Power Rules (DFPR) of CDRI. Maintain & update the DFPR limits on a regular basis.
- **Audits:** Support in smooth execution of audits by Statutory Auditors, internal auditors, and donor audits (as applicable).
- Any other tasks as assigned by the supervisor.

Competencies:

Essential:

- Sound knowledge and understanding of financial & accounting practices within multi-lateral, non-governmental and international organizations
- Should possess financial and accounting experience and actual application of various statutory and financial rules/regulations
- Excellent verbal and written communications in English.

Desirable:

- Experience of working in international organizations
- Ability to work independently and as part of a team

Qualifications:

Educational Criteria:

Graduate in Commerce in any field with a post-graduate qualification in Finance & Accounts.

Experience Criteria:

Minimum 6 years of relevant experience in Accounting & Finance.

Reporting Line:

The incumbent shall report to Manager-Finance.

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 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.
