

## Assistant Manager- Accounts

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

***CDRI is looking for a dynamic, analytical, and meticulous colleague to support the Accounting functions of the CDRI Secretariat. The incumbent will demonstrate proficiency in Accounting 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-Accounts will be responsible for handling of all accounting matters of the Secretariat Office under the supervision of Manager- Accounts

**Role and Responsibilities:**

- **Accounting:** Independently manage the overall operations of the Accounting Software. This would include entries in the accounting software with supporting documents and proper filing.
- **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.
- **Budgetary Control:** Monitor the budgets and maintain program wise expenses statements. Preparation of the Budget Vs. Actual statements and Donor/Project wise utilization certificates.
- **Timely payments & reconciliations:** Responsible for timely payments to vendors and staff. Coordinate with banks for timely process of forex transactions. Preparation of aging analysis (Debtors and creditors) and submit to Manager-Accounts.
- **Preparation & Filing Statutory Returns & Reports:** To ensure correct deduction of taxes as per prevailing rates and preparation & filing of the Monthly/Quarterly/Annual necessary Tax Returns.
- **Audits:** Support in smooth execution of audits by Statutory Auditors, internal auditors, and donor audits (as applicable).
- Strengthen and sustain linkages with the stakeholders, including banks, vendors, suppliers, service providers etc.
- Support the Manager Accounts in Monthly/Half yearly/Annual closing and preparation of Financial Statements.
- Any other task as assigned by the supervisor.

**Competencies:**

**Essential:**

- a. Sound knowledge and understanding of accounting practices within multi-lateral, non-governmental and international organizations
- b. Should possess financial and accounting experience and actual application of various statutory and financial rules/regulations
- c. 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:**

Master's Degree in Commerce/MBA Finance or equivalent.

**Experience Criteria:**

Minimum 6 years of relevant experience in Accounting & Finance.

**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 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.

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