

Job Description

Assistant Manager- Finance

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Location	New Delhi, India
Grade and No. of position	Assistant Manager (1)
Salary and Benefits	Competitive
Contract	Fixed Term Contract (3 years), extendable for up to another 3 years, Full-Time, National Hire
Applications Closing date	Applications will be reviewed on a rolling basis, with priority given to early submissions during the shortlisting and selection process. The position will remain open until it is filled.

About CDRI

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programs, 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.

Mission

“To support countries to upgrade their systems to ensure disaster and climate resilience of existing and future infrastructure.”

Impact (that CDRI aims to achieve)

By 2050, over US\$10 trillion of new and existing infrastructure investments and services are resilient to natural hazards and climate change through enhanced capacity, informed policy, planning, and management, leading to improved quality of environment, livelihood, and life of over 3 billion people.

CDRI Mandate & Value Proposition

CDRI has been envisioned and established as a global network to advance the agenda, support coordinated action among stakeholders, and focus on bringing voices from vulnerable geographies and populations to international policy forums. Internationally agreed-upon goals in the SFDRR, the SDGs, and the Paris Climate Agreement provide the foundational framework that guides the Coalition’s vision and mission.

As a global partnership, the Coalition aims to ensure that the investments of its members and partners are aligned and well-coordinated in support of the shared ambition of disaster

and climate resilience of new and existing infrastructure. The two unique yet interconnected roles that CDRI shoulders in this direction are:

- A Strong Coalition Driving Collaborative DRI Action: In 2025, CDRI stands as a partnership of 51 national governments and ten international organizations. The Coalition enjoys robust political support, which propels its efforts to advance the interests of its members and partners.
- A Solution-Focused Centre of Excellence for DRI: As a Centre of Excellence for DRI, the Coalition strengthens the individual and collective capacities of its members and partners by aggregating and sharing knowledge, brokering need- based partnerships, and strengthening capacities through collaborative learning and action.

Strategic Work Plan 2023-2026

CDRI's Strategic Work Plan 2023-26 describes the broad contours of its priority actions and planned initiatives in the next four years. The Strategic Work Plan sets out a clear direction for the Coalition to pursue a transformational agenda for DRI in response to a changing risk landscape and evolving on-ground realities of its members. In the next four years, the Coalition will continue to leverage the expertise of its Member Countries and partners to develop context-specific, innovative solutions for resilient infrastructure towards the achievement of national priorities and global commitments of its members.

With the strategic work plan for 2023 – 2026, CDRI has set out the following strategic outcomes.

Strategic Outcome 1: A strong Coalition that has the membership, resources, and global leadership to drive global, national, regional, and local DRI action.

Strategic Outcome 2: Global DRI research, Coalition-led peer engagement, and CDRI-curated and generated knowledge promote risk-informed policy and practice.

Strategic Outcome 3: Enhanced capacities of government, private enterprises, and communities to implement post-disaster recovery and DRI action at scale.

CDRI Head Quarter (Secretariat)

The CDRI headquarter is established in New Delhi, India, to act as the Secretariat of the Coalition. The Secretariat functions under the direction of the International Governing Council and Executive Committee to implement the programmes of CDRI.

Objective of this position:

To support the overall financial management of the Secretariat Office under the supervision of the Senior Manager – Finance, ensuring efficient budget administration, compliance with financial policies, and smooth execution of financial operations.

Job Description

1. **Budget Administration:** Maintain records of approved budgets, including all amendments. Prepare monthly Budget vs. Actual statements in coordination with the Accounts Division and ensure timely submission on a monthly, quarterly, half-yearly, and annual basis. Prepare donor-wise utilization certificates.
2. **Payment Processing:** Coordinate with the Accounts Division to upload and process payments for all approved transactions on a day-to-day basis.
3. **Banking Regulations:** Ensure timely updates of banking and corporate credit card operational controls in line with approvals.
4. **Liquidity Management:** Prepare and submit regular reports on fund availability and liquidity status to the Senior Manager – Finance.
5. **Funds Investment:** Liaise with banks to identify suitable investment opportunities for surplus funds in compliance with institutional guidelines.
6. **Grants Management:** Maintain updated records of donors, track the receipt of grants, and ensure that all signed ToRs/MoUs are properly documented.
7. **Fraud Risk Management:** Implement preventive measures as per the policies, to mitigate risks of fraud and misappropriation of funds.
8. **Compliance with Finance & Accounting Policies:** Ensure strict adherence to financial and accounting policies and procedures. Maintain quality and integrity of financial services within the established framework.
9. **Guidance and Training:** Provide clarifications and support on financial and operational matters to both Finance and non-Finance staff at the Secretariat Office.
10. **Other Responsibilities** Undertake any other tasks as assigned by the supervisor.

Skills

Essential:

- Strong understanding of accounting practices within multilateral, non-governmental, or international organizations.
- Hands-on experience in using various banking platforms for processing and uploading domestic and foreign remittances.
- Proven experience in applying statutory and financial regulations in day-to-day financial operations.
- Excellent verbal and written communication skills in English.

Desirable:

- Prior experience working in international organizations.

Qualifications:

Educational Criteria:

- Postgraduate qualification in Finance & Accounts.
- Candidates who do not meet the minimum academic qualification requirements, such as a master's degree or equivalent, may be considered eligible (with a bachelor's

degree) if they possess at least two (02) additional years of relevant professional experience beyond the required years of experience for the position.

Experience Criteria:

- Two to five years of experience in multi-lateral, international, non-governmental, or private organizations in Accounting and Finance.
- Candidates meeting the minimum academic qualification requirements(master's) but falling short of the stipulated years of experience requirement by no more than six months can also apply.

Reporting Line:

- The incumbent shall report to Senior Manager – Finance.

Language Requirements:

- Fluency in English, both oral and written.
- Knowledge of any of the UN's official languages will be an asset.
