

Manager- Accounts

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	15/12/2022
Location	New Delhi, India
Grade	Manager
Contract	Fixed Term Contract (3 years), extendable to another 3 years, Full- Time, National Hire
Occupational groups	International Development, Accounts
Last date of application	09/01/2023

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.

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 Manager Accounts will be responsible for handling accounts activities at CDRI.

Role and Responsibilities: Under the supervision of the Deputy Director – Finance & Accounts responsible for all accounting matters of the Secretariat Office and overseeing the functions performed by the accounting teams.

- **Accounting:** Independently manage the overall operations of the ERP system. This would include review and tracking of the entire process beginning from voucher generation through payment and approval of reports.
- **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.
- **Fund Management:** Responsible for control over funds/ imprest balances, preparation and utilization of cash flow statements and forecasting normal and abnormal requirements of funds and managing fund replenishments.

- **Budgetary Control:** Monitor budgets and maintain programme wise budget versus expenses. Provide support to Deputy Director F&A for compilation of reports to programme teams and donors. Stringent in preparation and submission of monthly budgetary control and variance reports. Ensures the maximum utilization of funds as per the budgets.
- **Ensure timely payments & reconciliations:** Ensure timely payments to vendors and staff. Analysis of debtors and creditors. Submit aging analysis, preparation of aging analysis (Debtors and creditors), BRS and Cheque book inventory. To ensure that all expenses are in conformity and are processed as per Policy and Procedures Outlined in the Finance & Accounting Manual.
- **Preparing & Filing Statutory Returns & Reports:** To ensure correct deduction of taxes as per prevailing rates. Assist Deputy Director – Finance & Accounts in review of insurable risks, fulfil the statutory requirements and safeguard the legal documents and records of the organization. Preparation of Monthly/Quarterly/Annual necessary Tax Returns
- **Audits:** Responsible for smooth execution of audits by Indian statutory auditors, internal auditors, FCRA audit and donor audit (as applicable) including timely and appropriate action on observations/ recommendations.
- **Guidance/ Training:** Provide clarifications on F&A guidelines and operational matters to F&A and non-F&A staff at Secretariat office
- Strengthen and sustain linkages with the stakeholders, including banks, vendors, suppliers, service providers etc.
- Time to time review and assist the Deputy Director – Finance & Accounts to update the policies and manuals
- Any other tasks as assigned by the supervisor

Competencies:

Essential:

- Sound knowledge and understanding of 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

Qualifications:

Educational Criteria:

- Master's degree in commerce/MBA Finance or equivalent.

Experience Criteria:

Minimum 8 years of experience in multi-lateral, international, non- governmental or private organizations in Accounting and Finance.

Reporting Line:

The incumbent shall report to Deputy Director – Finance & 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 www.cdri.world/jobapply.php

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.
