

Job Description

Assistant Manager- Accounts

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Posting Date	10 th April 2024
Location	New Delhi, India
Grade	Assistant Manager
Salary and benefits	Salary will be offered commensurate with experience and qualifications.
Contract	Fixed Term Contract (3 years), extendable to another 3 years, Full-Time
Occupational Groups	Accounts & Finance
Last Date of Application	24 April 2024

About CDRI

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.

Vision

CDRI seeks to rapidly expand the development and retrofit of resilient infrastructure to respond to the SDG of expanding universal access to basic services, enabling prosperity and decent work.

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 SDFRR, 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 2023, CDRI stands as a partnership of 31 national governments, six international organizations and financial institutions, and two private sector 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 Headquarter (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.

About the Position

CDRI is seeking an experienced professional for the Assistant Manager- Accounts position to handle the accounts activities at CDRI. Reporting to the Manager – Accounts or, as designated, the incumbent will ensure the effective accomplishment of the activities as indicated, but not limited to :

1. Accounting, Payments & Reconciliations:

- Independently manage the overall operations of the Accounting Software. This would include entries in the accounting software with supporting documents and proper filing. Responsible for maintaining accounts as per accounting standards and managing them overall.
- Responsible for timely payments to vendors and staff. Coordinate with banks to facilitate the timely processing of forex transactions. Preparation of aging analysis (Debtors and creditors) and submission to Supervisor.

- Facilitate banking transactions and address financial queries while also maintaining good relationships with banks and financial institutions.
 - Ensure compliance with accounting standards, RBI regulations, and legal requirements.
2. **Budget Monitoring and Control:**
- Monitor the budgets and maintain program-wise expense statements.
 - Preparation of MIS reports and Donor/Project wise utilization certificates.
3. **Compliance & Audit:**
- To ensure correct deduction of taxes as per prevailing rates
 - Preparation & Filing of Monthly/Quarterly/Annual Statutory Returns & Reports
 - Support the supervisor in Monthly/Half-yearly/Annual closing and preparation of Financial Statements and ITR.
 - Support the smooth execution of audits by Statutory Auditors, Internal Auditors, and Donors.
4. **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.
5. **Any other:**
- Strengthen and sustain linkages with the stakeholders, including banks, vendors, suppliers, service providers, etc.
 - Assess current practices and procedures and make recommendations for improvements.
 - Well proficient in Tally ERP and advanced Microsoft Excel skills. Experience with other financial systems & software.
 - Any other task as assigned by the Reporting manager.

Key Competencies

- 1) Technical and Analytical Skill
 - a. Meticulous
 - b. Timeliness
 - c. Analytical & Problem Solving
- 2) Delivering Results
 - a. Dependability
 - b. Managing people & process
 - c. Innovation & Resourcefulness
- 3) Engaging & Partnering (Interpersonal / Teamwork)
 - a. Stakeholder Management
 - b. Working Collaboratively
 - c. Appreciate and encourage different culture context.
- 4) Leadership
 - a. Able to see Big Picture
 - b. Decision Making
 - c. Inspires motivates & empowers others.
 - d. Team Management

5) Communication

- a. Willingness to listen and express dissenting views.
- b. Is able to clearly convey ideas and information.

Skills Set

- 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.
- Experience working in an international organization.
- Experience of working on ERP systems.
- Thorough knowledge of Income tax, GST, EPF & ESI, and filing of relevant returns.
- 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 and Finance.

Language Proficiency

- Fluency in oral and written English is required.
- Proficiency in International (UN) languages other than English will be an asset.

How to Apply:

If you have experience working in a similar capacity, are passionate about sustainable development, and want to make an active and lasting contribution to a global initiative, **please apply through the online application form 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 gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. CDRI's promotes equal employment opportunities at all stages of recruitment. CDRI does not discriminate against any candidate on any grounds, including age, gender, ethnicity, nationality, religion, or disability.

CDRI has ZERO Tolerance for 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 checks.
