

Hiring of a Consultant – Finance & Accounts

1. Background

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 in upgrading their systems to ensure disaster and climate resilience of existing and future infrastructure.

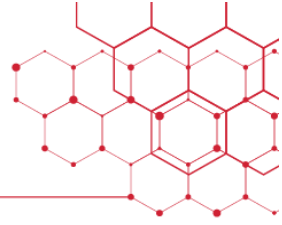
2. Objectives

The objective of this consultancy is to provide expert financial and accounting support to ensure effective financial management, compliance, and reporting in alignment with organizational goals and regulatory requirements.

3. Scope of Work

The Consultant – Finance & Accounts will be responsible for:

- i. **Financial Transition:** Assist in developing and implementing the financial aspects of the organizational transition, ensuring alignment with both national and international financial regulations and standards. Provide support in the preparation/compilation of the required information for the dissolution of CDRI Society.
- ii. **Accounting & Financial Management Support:** Manage the overall operations of the Accounting Software including entries in the accounting software & voucher filing with supporting documents. Support day-to-day financial management, including financial reporting during the transition period.
- iii. **Regulatory Compliance:** Ensure the organization complies with all relevant financial regulations, including tax laws, financial reporting standards, and requirements for transitioning to an international organization.
- iv. **Document Organization:** Maintain and archive financial records systematically to facilitate easy retrieval and reference.



- v. **Re-structuring Financial Systems:** Assist in adapting or restructuring the organization's financial systems, accounting processes, and reporting structures to meet the needs of an international entity.
- vi. **Audit & Financial Reporting:** Support the preparation and finalization of financial statements, ensuring all data is accurate and ready for audit. Assist in coordinating any internal or external audits required during the transition.
- vii. **Risk Management:** Identify financial risks related to the transition and support mitigating these risks.
- viii. **Any other Support:** Provide any other support to the Finance/Accounts team as required.

Skills set:

- **Proficiency in Tally:** Strong working knowledge of Tally ERP software.
- **Attention to Detail:** High level of accuracy and attention to detail
- **Time Management:** Effective time management skills to handle multiple tasks and deadlines.
- **Understanding of Accounting Principles:** Basic understanding of accounting principles and practices.

4. Deliverables

The Consultant is expected to deliver the following:

- i. Monthly financial reports and reconciliations.
- ii. Budget and expenditure monitoring reports.
- iii. Compliance and regulatory submission reports.
- iv. Audit support documentation and recommendations.
- v. Capacity-building sessions for internal staff.

5. Duration & Location

- The consultancy will initially be for a **period of six months**, with the possibility of an extension for another six months based on performance and organizational needs.
- The consultant will work **on-site** (CDRI Secretariat) and may be required to travel as necessary.

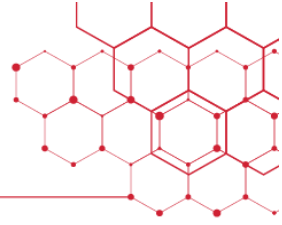
6. Reporting & Supervision

- The Consultant will report to the **Deputy Director-Finance & Accounts**.
- Regular progress meetings and reporting will be required.

7. Qualifications & Experience

Educational Criteria:

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



Experience Criteria:

- Minimum 6 years of relevant experience in Accounting and Finance.
- Proven experience in finance, accounting, or financial consulting, preferably within non-profits, NGOs, or International Organizations.
- Strong understanding of financial systems and accounting software (both Tally & ERP).
- Good communication skills, both written and verbal, with the ability to work collaboratively with cross-functional teams.

Preferred Experience:

- Previous experience supporting financial operations during organizational transitions or restructuring.
- Experience with cross-border financial management and international accounting practices.
- Familiarity with audit processes and preparing financial reports for both local and international standards.
- Knowledge of international financial regulations, tax laws, and accounting standards.
- Ability to manage and oversee financial processes during organizational transitions.

8. Payment Terms

- Payment will be based on agreed deliverables and milestones.
- The consultant will be paid **monthly** as per the contract terms.

9. Application Process

Interested candidates should submit the following:

- i. A detailed CV highlighting relevant experience.
- ii. A cover letter outlining their suitability for the role.
- iii. Financial proposal, including consultancy fees and availability.

Applications should be sent to tender.projects@cdri.world by **23:59 (IST) on 26 March 2025**.

