

Executive Assistant - Accounts

Organization	Coalition for Disaster Resilient Infrastructure Society (CDRI)
Job posting date	3 February 2021
Location	New Delhi, India
Grade	EA -Accounts
Salary and benefits	Rs.44000/- CTC per month consolidated
Contract	01 Year and extendable, this is an outsourced position
Occupational groups	International Development, Accounts, Finance
Last date of application	10 February 2021

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.

The 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 EA-Accounts will be responsible for handling accounts activities at CDRI.

Roles and Responsibilities:

- 1) Update and maintain Books of Accounts:
 - Ensure proper and timely maintenance of Books of Accounts. Enter data in Tally Accounting software, accurately on a daily basis
 - Ensure organized office filing system of Vouchers/finance reports/files/registers/papers etc
- 2) Ensure timely payments:
 - Process employees' and vendor payments as per policies and procedures of CDRI and support Manager- Finance in ensuring overall compliance

- Analysis of debtors and creditors. Submit aging analysis and reconciliation of Account Balances
- 3) Fund Management:
- Prepare Bank reconciliation Statement on a monthly basis and follow-up on outstanding issues
 - Ensure smooth operation of web-based banking system
 - Maintain Cheque Book Inventory properly
- 4) Statutory Obligation:
- To ensure correct deduction of taxes as per prevailing rates and report to Manager-Finance in the format specified
 - Preparation of data for TDS, GST, EPF & ESIC Challans>Returns
 - Downloading of necessary certificates from Income Tax & GST Websites
 - Collection of Investment declarations from staff and accurate Tax calculations
 - Calculation of PF/ESIC/other deductions on Payroll
- 5) Preparation of MIS Reports:
- Support Manager - Finance in meeting all financial reporting requirements, prepare monthly and quarterly financial reports and variance analysis
 - Conduct field visits as and when required

Skills & Competencies:

Essential:

- Excellent knowledge of Accounting Software specially Tally, ERP (latest Version)
- Knowledge in FCRA, TDS, GST, EPF & ESIC compliances
- Proficient to work on MS Office, especially MS Excel
- Good interpersonal and facilitation skills
- Ability to work under pressure with multiple tasks, demands and deadlines with a positive and constructive attitude
- Good verbal and written communication skills in English

Desirable:

- Experience of working in International organizations
- Good financial skills with high attention to detail

Qualifications:

Educational Criteria:

- Graduate/ Post-Graduate in Commerce or equivalent. MBA- Finance from a reputed Institute would be an advantage

Experience Criteria:

- Minimum 3 years of relevant professional experience, preferably with an International /Multilateral/Government organization

Reporting Line:

- The incumbent shall report to Manager – Finance

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 <https://cdri.world/career/login.php> from 10 February 2021.

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.
