Job Details/TOR

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<th>Finance &amp; Operations (Consultant)</th>
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Essential Functions of Consultant- Finance & Operations

We seek Finance & Operations (Consultant) to provide highly specialized services in one or more of the following functions: financial analysis and reporting; financial management; accounting; management controls and reporting; or similar financial activities for a business unit. They have a high level of expertise in their area(s) of specialization. The position administers and maintains finance activities in accordance with TNC policies and procedures and best practices in financial management. Also provide assistance to all levels of personnel in their specialty area. Respond to complex employee/management questions and problems based on advanced knowledge of the subject area.

Responsibilities & Scope

- Collaborate with the local accounting and payroll firm for maintaining books of accounts in the approved accounting software.
- Collaborate with Accounting Firm in compiling, review and monitoring budget utilization summary, monthly financial MIS and other reports.
- Take care of day-to-day banking requirements, prepare monthly bank reconciliation statement and do follow-up with banks for resolving pending items, if any. Be the custodian on cheque books.
- Maintain a list of approved vendors and from time to time update the list based on regular market survey. Participate in complex negotiations with the vendor.
- Work with Director of Finance & Operations/Manager Finance on financial analysis and cash flow projections.
- Monitor payments and ensure that all payments are as per the terms of the contract, in line with the internal financial policies of TNC and in compliance with the local laws. Manage petty cash.
- Work with the Accounting Firm/Manager Finance to meet monthly TDS requirement, deposit tax on time and file quarterly returns.
- Provide necessary support to Program Teams and Finance Manager in preparing project budget for new projects.
- Support Director of Finance & Operations/Manager Finance in monitor financial reports submitted by partner NGOs in India and highlight variances in budget utilization.
- Provide support and clarification to program staff and/or partner NGOs on accounting and admin issues.
- Visit partner NGOs, if required, for reconciliation and proper accounting and closure of grant.
- Support Director of Finance & Operations/Manager Finance during Statutory Auditor, Internal Auditor and Donor Auditor on audit deliverables and prepare audit documents.
- Filing and maintenance of financial records (vouchers, BRS, invoices, contracts, grant agreements, etc.) for later use. Administration
- Maintains confidentiality of frequently sensitive and financial information. Practice discretion and share financial
information with others only after authorization from Director of Finance & Operations and on need-to-know basis.

**Time Frame**

- This is a Fixed Term Contract, which may be extended, subject to Consultant’s performance and management discretion.

**Location**

The position is based in Lajpat Nagar, New Delhi.

**Desired Qualification and Key Skills**

- Master’s degree in Human Resources with 7 to 9 years of Finance related work experience
- Multi-lingual skills and multi-cultural or cross-cultural experience appreciated
- Advanced understanding of fundamental Finance concepts and processes
- Good knowledge of working on MS Excel, Spreadsheet and Tally
- Excellent active listening, and presentation skills
- Experience on Automated Financial Platform

**How to apply:**

To apply for this consultancy, please submit the following material to manvinder.kaur@tnc.org by or before 9th September 2022
- Curricula vitae of the Consultant
- Passport Size photo
- Current CTC along with expected CTC
- Tentative Joining Date

Note: Monthly Consultancy fee/compensation will be as per the terms & standards of the position. The same will be discussed with the shortlisted consultant.