

JOB DESCRIPTION

POSITION TITLE	Finance & Accounts Specialist
STATUS	Salaried
DATE	September 2022

ORGANIZATIONAL OVERVIEW: A PIONEER IN CONSERVATION LEADERSHIP

This is an exciting time at The Nature Conservancy (TNC) as we are shifting our strategy for greater impact in the world, seeking to address some of the most complex challenges facing people and nature — issues such as climate change, conserving lands, waters, and oceans at unprecedented scale, providing food and water sustainably and helping make cities more resilient and sustainable.

Our Mission

TNC’s mission is to conserve the lands and waters on which all life depends. Rather than viewing development – including economic growth – and conservation as contradictory goals, TNC works to demonstrate how nature has value for people and development and how nature can provide enormous economic benefit. TNC envisions a future where people and nature can flourish together.

Our Vision

A world where the diversity of life thrives, and people act to conserve nature for its own sake and its ability to fulfil our needs and enrich our lives.

The Conservancy Team

We achieve this through the dedicated efforts of our 3,800 diverse staff, including more than 600 scientists, all of whom support conservation in 76 countries and all 50 United States. We are striving to develop a workforce as diverse as the places where we work, and we have a deep commitment to diversity.

Organizational History

TNC is the largest conservation organisation in the world, working in all 50 states in the United States and more than 76 countries. It was incorporated as a non-profit organization in the District of Columbia on October 22, 1951. TNC is science-based and in every place, we work, we partner with governments, businesses, and local communities. TNC is advancing its mission by protecting and restoring rivers, landscapes and oceans for people and their development at an unprecedented scale; it is transforming the way humanity uses the Earth’s natural resources to sustain ourselves.

About the Employer Organization

Nature Conservancy India Solutions Private Limited (NCIS) is a private limited company incorporated under the Companies Act 2013, having its registered office in India in New Delhi, India. It is a wholly owned Indian subsidiary of The Nature Conservancy. The company currently provides technical consultancy, monitoring & evaluation and other related services in the domain of conservation and environment to its various clients within and outside India.

YOUR POSITION WITH THE NATURE CONSERVANCY

Finance & Accounts Specialist 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.

There are 2/3 positions for the same role based in New Delhi and Punjab respectively. This is a 2 or 3-year contract position with possibility for renewal subject to funding and project extensions and management decision.

RESPONSIBILITIES & SCOPE

- 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.
- Payment disbursement including preparing forms and receipts for approval and payment of personal reimbursements, travel reimbursements, consultant payments and travel/project advances of the staff.
- Communication to vendors/staffs about payments made, and recording information in relevant database
- 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 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 Manager Finance to meet monthly TDS and GST requirement, deposit tax on time and file monthly/quarterly returns.
- Review financial documents such as vendor invoices, Staff claims, Consultant payment and other routine expenses vouchers to ensure the completeness, accuracy, and validity of financial data.
- Maintain proper documentation of all financial transactions, filing of accounting documents and accounting records compatible with standard accounting practice of TNC and Donor Guidelines.
- Support in the project reporting activity by ensuring to book all expenses at the time of month end procedure.
- Support 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 Manager Finance during Statutory Audit, Internal Audit and Donor Audit on audit deliverables and prepare audit documents.
- Filing and maintenance of financial records (vouchers, BRS, invoices, contracts, grant agreements, etc.) for later use.
- Administration
- Other support or duties assigned by the Supervisor.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Finance/Accounting/Business Administration or related field.
- 4 years' related experience or equivalent combination.
- Experience using MS Office software with experience in constructing and producing reports, and analysis.
- Fluency in English is a must.
- Experience with accounting/financial issues and analysis.
- Experience using accounting and financial reporting systems.

DESIRED QUALIFICATIONS

- B. Com/M. Com or CA Inter with 5 to 8 years of Finance related work experience
- Hands on experience of working in Tally ERP/Prime.
- Computer Savvy and ability to manage complex processes.
- Advanced understanding of fundamental Finance concepts and processes
- Proficient to work on MS Office, especially MS Outlook, MS Word, MS Excel and MS Power point and accounting software.

- Experience on Automated Financial Platform
- Demonstrated ability to multitask.
- Attention to details and ability to produce documents and coordinate activities with little supervision.

ORGANIZATIONAL COMPETENCIES

Builds Relationships	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
Collaboration & Teamwork	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
Communicates Authentically	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
Develops Others	Takes ownership to help develop others’ skills, behaviours, and mindsets to help them maximize their workplace contributions.
Leverages Difference	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviours to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
Systems Leadership	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skilfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one’s own thinking or patterns of behaviour may be limiting change.

NCIS is an Equal Opportunity Employer

Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colours, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.

HOW TO APPLY:

Visit this link: <https://careers.nature.org/>

To apply to position number **52163**, submit resume (required) and cover letter separately using the upload buttons. All applications must be submitted in the system prior to **11:59 p.m. IST on 04th October 2022**.

Click “submit” to apply for the position or “save for later” to create a draft application for future submission. Once submitted, applications cannot be revised or edited. Failure to complete required fields may result in your application being disqualified from consideration.

If you experience technical issues, please refer to our [applicant user guide](#) or contact applyhelp@tnc.org.

The successful applicant must meet the requirements of Nature Conservancy India Solutions’ background screening process.