

FINANCE MANAGER
Lutheran World Service India Trust

Position : Finance Manager
Location : Kolkata, India
Reporting To : Executive Director
Salary : Salary is negotiable commensurate with educational qualification and experience.

The Lutheran World Service India Trust (LWSIT) is an Indian NGO which started out as an associate program (LWSI) of the Lutheran World Federation/Department for World Service, Geneva in 1974 in response to the refugee problems in West Bengal after the Bangladesh War of Independence. Over the years, LWSIT (former LWSI) has expanded the scope of its work to several states in India and continued to serve the poorest of the poor and those affected by disasters without regard to race, sex, creed, caste, nationality or political conviction. During last decades of its operation, LWSIT has provided emergency response, rehabilitation and recovery assistance to the people affected by natural and/or human-made disasters across the country (viz. West Bengal, Odisha, Bihar, Andhra Pradesh, Assam, Maharashtra, Tamil Nadu, Karnataka, Gujarat, Uttarakhand, Manipur, etc.), while it continued to support development assistance to those suffering from poverty and deprivation in selected states in India viz. Odisha, West Bengal and Assam.

In order to strengthen the current financial management systems and to provide good leadership to the finance team, Lutheran World Service India Trust is looking for a dynamic and result oriented finance professional with extensive experience in INGO/NGO sector. The important (but not limited to) tasks of the Finance Manager are given hereunder for reference;

KEY RESPONSIBILITIES:

- Leading the finance team at national office;
- Responsible for all financial related matters including effective management and control;
- Taking lead in preparation of budgets for all kinds of projects viz. bilateral, multi-lateral, govt. funded and emergency response projects and provide support to the program staff as required;
- Develop the annual organizational budget;
- Periodic review of budget and expenditure control (BEC) for all the field projects based in rural and urban set up;
- Preparation of remittance request received from field projects and submit to Executive Director for approval in order to remit the funds to project accounts;
- Liaise with Banks and review finance reconciliation report from respective banks;
- Liaise with Tax Authorities related to Income Tax, Professional Tax, etc.;
- Guide and support staff related to income tax and help them out for tax saving measures;
- Monitor the payment of salaries and allowances to staff at national office;
- Monitor all salary advances and loans disburse to staff;
- Deal with External Auditors on all accounts related matters of LWSIT;
- Financial monitoring of field projects for self and finance team at national office;

- Provide proper guidance to accounts officers based at field project for effective financial management and control;
- Prepare and submit financial report to Executive Director's Cell towards fulfilling monthly management report;
- Prepare donor specific financial reports in specific templates and submit to Executive Director for approval and onward actions;
- Keep in track of all bank accounts both inflow and outflow of resources;
- Develop FC Reports as per FCRA guideline for submitting the reports to the Ministry of Home Affairs
- Prepare & submit statutory returns like PF & IT returns, etc.; and
- Be overall responsible for managing finance department with the necessary instructions and guidance from the Executive Director of LWSIT.

ALLIED RESPONSIBILITIES:

- With innovative and creative thinking, provide suggestions for appropriate book of accounts related to creation of general reserve fund for LWSIT and its proper utilization and management;
- Participate in Procurement Committee meetings for procurement related decisions and approvals;
- Attend Management Committee meetings for organizational decisions and share good practices related to better financial management and control of LWSIT;
- Provide support to the Executive Director and Management Committee as and when required;

QUALIFICATION AND EXPERIENCES:

- The candidate should be a qualified Chartered Accountant;
- A minimum of five years' experience in finance management in any of the International NGO or national NGO;
- Strong leadership, interpersonal relationship and motivational skills;
- Be humble and hold positive mindset towards others;
- Strong analytical, innovative and reporting skills;
- Good oral and written communication skills in English and any regional languages;
- He/ she should be self-driven and capacity to work under pressure with willingness to work extra hours (if required) to meet the timelines and
- Well versed in computer skills in Financial Software, MS applications (word, excel, PowerPoint, Access) & internet/web use. Knowledge of ACCPAC (global accounting system of LWF) is an asset.

Women candidates are encouraged to apply

In anticipation of high volume of applications for the position, only shortlisted candidates will be contacted.

Please send your complete CV with a covering letter to: director@lwsit.org by 20th September 2015