

Position Overview: Finance & Administration Officer

- The F&A Officer will ensure that Counsel to Secure Justice (CSJ)'s work is backed by robust accounting standards, operational tools and internal controls; thereby ensuring transparency and accountability.
- The F&A Officer will engage with internal and external stakeholders including team members, the Board, Auditors, funding agencies and others, towards smooth communication and consistent practices in all financial transactions and oversight exercises.

Key Responsibilities:

Policies:

- Strengthen implementation of CSJ's financial policies, monitoring tools and internal control systems; in compliance with accounting standards and procedures thereby reducing any exposure to risk and safeguard the financial credibility of the organization.
- Build capacities of project staff, whenever needed, in maintaining good financial and accounting practices in compliance with the statutory requirements.

Compliance:

- Ensure compliance with the Income Tax Act, Companies Act 2013, and other applicable laws and legal aspects in relation to the organization.

Governance & Accountability:

- Prepare and provide monthly finance reports to Executive Director.
- Prepare Quarterly Finance Reports for the Board and Donor agencies.
- Ensure integrity in all financial matters.

Planning:

- Prepare organization-level budgets in consultation with internal stakeholders for placing before the management.
- Prepare Grants specific budgets; Quarterly Plans, forecasts,
- Assist in developing project budgets, including timelines and budget allocation.

Review, Analysis & Reporting:

- Periodically review grants – preparation of budget vs actuals; and income-expenditure statements
- Prepare and share monthly financial and cash flow /fund flow reports in collaboration with Program Managers
- Prepare and submit financial aspect of donor reports

Coordination with external stakeholders:

- Prepare and facilitate a schedule to ensure timely Statutory and Grant Audits are completed, in collaboration with respective Auditors.
- Coordinate with auditors, consultants, third party monitoring parties and ensure end to end implementation of statutory audit.

Operations Management:

- Daily accounting tasks and banking transactions.
- Monitor and report on budget variances and provide recommendations.
- Oversee the financial operations of CSJ and ensure timely and accurate financial reports including cash management, payroll, financial disbursements, ledgers, etc.
- Ensure uninterrupted Cash flow as per the requirement for implementing the organizational mission.
- Ensure organizational internal controls and systems are maintained and adhered to; Identify key risk areas and ensure these are addressed in consultation with CSJ's Management Committee
- Finalisation of books of accounts and Balance Sheet
- Managing bank accounts and overseeing money transfers.
- Assess and calculate the risks associated with the organization's financial activities.

Undertake any additional tasks assigned by the organization to support program management activities.

Qualifications:

- Master's degree in a relevant field (e.g. M.Com/CA Inter./MBA Finance)
- At least 3-4 years work experience in non-profit accounting and finance.
- Experience with handling UN agency grants (UNICEF, UNDP, UNWomen etc) would be an advantage
- Experience in Tally Prime.
- Strong finance management skills with the ability to develop and execute project plans.
- Solid proficiency in Microsoft Office (particularly Excel), Tally Prime, and other financial planning software.
- Thorough understanding of Generally Accepted Accounting Principles (GAAP).
- Excellent analytical, communication, problem solving and leadership skills.
- Proficient in written and spoken English

Attitude and Approach:

- Results-oriented and process-driven
- Attention to detail
- Adaptability to new situations
- Respect for all
- Ability to work under pressure and meet tight deadlines.
- Team-oriented with a collaborative and strategic mindset.
- Ability to work independently and as part of a team.
- Ability to occasionally travel to project sites.