

Ranchi DMFT Project Management Unit – Project Officer, Finance and Admin

Job Description

About the Organization

Swaniti Initiative is a social enterprise that aims to deliver development solutions by working in partnership with the central, state and local governments. We leverage on ground presence and the use of data and technology tools to strengthen last mile delivery of programs to the most vulnerable populations. We specifically focus on delivering public programs through established institutional mechanisms.

Summary

We are looking for a passionate and experienced professional who is keen on working closely with the government in catalyzing change in some of the most vulnerable communities and regions of India. The chosen candidate shall work as part of a five-member Project Management Unit (PMU) that shall work with the District Mineral Foundation (DMF) to monitor, plan for and implement development works in mining affected regions of Ranchi district. The Project Officer for Finance and Admin shall focus on streamlining the billing and voucher system in the DMF as well as providing administrative support to the project.

Location and Remuneration: Ranchi, Jharkhand; 3-3.6 LPA

Qualifications

Graduate in any field with a preference for those possessing a degree in M. Com/MBA. At least 3 years of work experience in the finance sector. Preference given to candidates possessing experience of working in the development sector.

Responsibilities

- Maintain day to day book of accounts, all records, ledgers and relevant documents of the PMU.
- Ensure timely submission of Accounts and Utilization Certificates (UCs) by the implementing agencies.
- Process bills and vouchers for release of funds to the implementing agencies. Also, inspect accounts of implementing agencies periodically and ensure that the books of accounts are maintained properly.
- Prepare and submit annual budget statement and financial reports.
- Process salaries and reimbursement claims of staff of Planning and Monitoring Unit (PMU).
- Liaison with the bank on various issues and prepares bank reconciliation statements.
- Comply with all statutory and legal requirements of the DMF in a timely manner.
- Comply with all auditory requirements of the District Mineral Foundation (DMF) in a timely manner.
- Report to the Team Leader, Planning and Monitoring Unit (PMU).
- Any other duties as may be assigned.

Skills

- Demonstrated ability to work in a multi-cultural environment and establish harmonious relationships.
- Strong analytical skills and ability to think strategically and in an organized manner.
- Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
- Competency in usage of IT tools including proficiency in MS Office suite.
- Strong oral and writing skills in English is necessary. Ability to communicate in Hindi is desirable.