

Godda 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 other financial and administrative support to the project.

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

Qualifications

Graduate in any field with a preference for those possessing a degree in M. Com/MBA. Proficiency in Tally or equivalent software packages is required. Candidate must have at least 3 years of work experience in the finance sector. Preference will be given to candidates possessing experience of working in the development sector.

Responsibilities

- Maintain day to day book of accounts.
- Maintain all records, ledgers and relevant documents of the Planning and Monitoring Unit (PMU).
- Ensure timely submission of Accounts and Utilization Certificates (UCs) by the the implementing agencies.
- Process bills and vouchers for release of funds to the implementing agencies.
- Inspect accounts of implementing agencies periodically and ensure that the books of accounts are maintained properly.
- Maintain appropriate records for all fixed assets of the Planning and Monitoring Unit (PMU).
- 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 District Mineral Foundation (DMF) in a timely manner.
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- Report to the Project Manager, Planning and Monitoring Unit (PMU).
- Any other duties as may be assigned.

Competencies and Skills

- High integrity and ethical standards.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships.
- Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
- 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.
- Ability to communicate in Hindi is desirable.