

Position – Finance Associate

Location: Delhi

Programme: DC-Core

Type: Part time/full time

Reports to: Senior Manager Finance

About DC

Development Consortium (DC) is a non-profit organization (registered in India), dedicated to working with young people and vulnerable communities across India - empowering them to overcome health, education and rights, abuse & injustice issues. At the very core of our existence is the belief that a better future for humanity depends on our capacity to harness change. It is the building of this capacity that is at the heart of our working model.

DC firmly believes that influencing behaviour change is critical to the success of an impactful program. Many programs run into cultural traditions and taboos that result in constituents resisting an initiative that might dramatically improve their lives. In many cases, the solution is a matter of sequencing, where opening constituents' minds to a program's promise precedes efforts to execute the program itself. At the core of most of our intervention designs is a process to encourage beneficial behaviour change, without taking the paternalistic approach of imposing the change on constituents. These could be a mix of approaches such as engaging constituents directly, by enlisting local, trusted peers to investigate cultural norms and elicit change from within the community; or to impact constituents indirectly, by incentivizing critical collaborators to change their behaviours.

Core Values

Belief – We believe in what we do.

Resilience – We have the courage and strength to overcome obstacles.

Empower – We enable agency and nurture potential.

Accountability – We are responsible for our actions.

Transparency – We are open and honest.

Empathy – We listen, understand and respect

We are an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic. At DC we value people from diverse backgrounds, working to create an open atmosphere of trust, honesty and respect.



About the Opportunity

The Finance Associate will support the Finance Department by managing day-to-day financial transactions, reviewing expense documents, preparing project-specific reports, and assisting in payment processing. This role will provide foundational experience for a fresh graduate looking to begin a career in finance within the non-profit/NGO sector.

The ideal candidate is a self-starter with strong attention to detail, a willingness to learn, and an interest in developing a solid understanding of finance and accounting principles in the context of the NGO sector.

Responsibilities

- Perform an in-depth review of expense receipts, invoices, contracts, and financial documentation to ensure completeness, accuracy, and compliance with internal policies and donor guidelines.
- Cross-check the legitimacy and accuracy of documents, ensuring that all financial transactions are well-supported with proper documentation.
- Flag any inconsistencies, missing information, or discrepancies to the Finance Manager for resolution.
- Assist in the preparation of accounting entries for daily financial transactions such as payments, receipts, payroll, and other financial records.
- Support the Finance Manager in maintaining updated general ledger accounts, assisting in the month-end and year-end closing process.
- Work with project managers to collect and organize financial data for each ongoing project.
- Prepare detailed expense reports for individual projects, ensuring that expenditures are in line with approved budgets and donor agreements.
- Identify potential budget variances and report these to the Finance Manager for necessary action.
- Assist in the creation of financial reports for internal stakeholders, donors, and grant-making bodies as required.
- Compile and prepare payment sheets for various transactions, including vendor payments, staff reimbursements, travel claims, and utilities.
- Ensure accuracy in payment processing and adherence to payment schedules.
- Maintain a comprehensive filing system for all processed payments for future audits and internal reviews.
- Act as a point of contact for internal teams, vendors, and donors regarding financial queries, payment processing, and financial documentation.
- Collaborate with program managers, procurement teams, and administrative staff to ensure smooth communication regarding financial matters.
- Ensure that all financial transactions comply with the organization's internal control policies, donor requirements, and local regulations.

Qualifications and Skills:

- Bachelor's degree in finance, Accounting, Business Administration, or a related field.
- Fresh graduates or those with up to 1 year of relevant internship or work experience in finance, accounting, or a similar field.
- Basic understanding of financial principles, accounting standards, and bookkeeping.
- Proficiency in Microsoft Office Suite, particularly Excel (ability to create and work with financial spreadsheets).



- Familiarity with accounting software (knowledge of Tally).
- Excellent communication and interpersonal skills to interact with both internal teams and external stakeholders.
- Strong attention to detail, with a commitment to accuracy in financial transactions and reports.
- Ability to manage multiple tasks, prioritize workloads, and meet deadlines.
- High level of integrity and ethics, with a commitment to maintaining confidentiality and professionalism.

Remuneration: Competitive

Joining: Immediate

The non-monetary benefits include a unique opportunity to be part of an innovative, meaningful, and entrepreneurial organization that is transforming the lives of thousands of people by addressing various health and education related challenges. The intern will be provided a conducive and flexible working-cum-learning environment, where they will have the opportunity to explore their creative and innovative potential in moving towards our vision. They will be working directly with the Manager Operations. We value inputs from our colleagues and endeavour to make them a part of our organization-building.

How to Apply

Interested candidate can apply by 25 September 2024, via the Google link:

To apply [Click Here](#)