

Manager, Admin & Finance, ITDP India

Organization:

The Institute for Transportation and Development Policy (ITDP) is a not-for-profit organization that works with cities worldwide to promote transport solutions that reduce traffic congestion, air pollution and greenhouse emissions while improving urban liveability and economic opportunity. It is headquartered in New York City and has offices in Brazil, China, India, Indonesia, Kenya, Mexico, and the United States.

ITDP provides in-depth support to government agencies to implement sustainable transport initiatives and develop progressive state and national level policies to scale-up the sustainable transport paradigm. ITDP also engages extensively with media and other stakeholders to promote sustainable and equitable transport ideas. More information can be found at www.itdp.org and www.itdp.in.

About the position:

ITDP is looking for a Manager to head its operations team, whose primary responsibility shall be to overseeing all administrative functions of the organisation in India. This shall include financial and legal management (developing and managing budget, and ensure statutory compliances), human resource management, and office management. S/he will ensure that the affairs of the organisation are healthy and that all staff and teams have the necessary tools and resources to operate at the highest level.

The Manager will be based in Chennai and shall report to ITDP's South Asia Director. The position is for an initial term of three years but may be extended thereafter.

Responsibilities:

The Manager's responsibilities will include the following:

- Develop grant budgets and financial plans in consultation with the ITDP's South Asia Director,
- Develop annual activity report matching with donor's requirement,
- Develop procedures for expenditure and monitor expenditure,
- Review and/or produce financial reports, ensuring that expenditure is according to budget proposal of various grants,
- Ensure accurate and timely reporting,
- Identify and communicate major funding gaps and budget variances. Recommend solutions to the senior management,
- Monitor the status of reserves, assets and expenditure and make appropriate recommendations to the senior management,
- Coordinate and oversee grant administration and related accounting duties for all grants,
- Coordinate with donors on accounts, finance, and audit,
- Ensure that all legal and statutory requirements are met with,
- Review journal entries made by accounts associates to ensure accuracy,
- Perform variance analyses and reconcile accounts,
- Liaises with the Audit Committee and other auditors to ensure compliance with relevant statutory requirements and standards,
- Perform other related duties as required,
- Train and mentor operations staff.

Key qualifications

- Master's degree in management, accounting or equivalent
- At least 10 years experience in corporate firms or NGOs
- Fully conversant with Indian accounting standards, company law, & FCRA Rules
- Excellent communications skills
- Good computer skills. High proficiency in MS Office suite, Tally ERP, QuickBooks, ADP or compatible payroll systems
- Ability to handle multiple tasks and stay organized
- Ability to negotiate with vendors to procure best services and equipment

How To Apply

Interested applicants can apply to jobs.india@itdp.org using "Manager-Operations" in the subject line, with the following documents in a PDF format:

- Cover Letter
- An updated CV

The position will remain open until filled. Applications without the above details will not be considered.