



JOB DESCRIPTION

POSITION: Finance Expert

LOCATION: Krushi Bhawan, BBSR, Odisha

REPORTS TO: State Coordinator

LEVEL/GRADE: Sr. Project Coordinator

About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at www.accessdev.org

A short summary about the Project

Position Summary:

Access through Mukhyamantri Maka Mission is actively seeking dynamic and enthusiastic professionals to join the State Programme Secretariat team, assuming a crucial role in the program's successful operation. Responsibilities encompass various aspects of financial management and data entry, including maintaining and updating financial records, ensuring data accuracy through inputting and managing financial transactions in software systems, adhering to financial norms and guidelines to maintain program transparency, and overseeing day-to-day accounting affairs. The selected candidate will play an integral part in maintaining robust financial records and upholding financial standards, contributing to the effective and transparent management of the program's financial resources, ultimately leading to its success in serving the community. This opportunity is ideal for individuals skilled in accounting and financial management, committed to making a positive impact within the Mukhyamantri Maka Mission's dynamic team working towards the betterment of the community.

Role & Responsibilities:

- Conduct in-depth financial analysis to assess the organization's financial health and performance.
- Manage budgets, ensuring alignment with the budget allocation of programme secretariate.
- Maintaining bills, vouchers, project expenses records, etc of the project
- Undertaking and assisting in the recording and processing of invoices, receipts, and payments as required and instructed
- Prepare monthly, quarterly and annual financial reports
- Create financial plans and strategies to optimize financial resources.
- Support FA partners and FPC managing accounts, fund flow, and utilization





- Prepare accurate and timely financial reports for management and stakeholders.
- Monitor and manage cash flow to ensure liquidity and financial stability.
- Ensure compliance with tax regulations and optimize tax strategies.
- Collaborate with auditors and facilitate financial audits.
- Develop and update financial policies and procedures.
- Ensure compliance with financial regulations and standards
- Prepare financial forecasts and projections for decision-making.
- Provide financial training and guidance to staff and teams.
- Oversee financial aspects of vendor contracts and agreements.
- Stay updated on financial software and tools to improve financial processes.
- Submit required financial reports to regulatory authorities.
- Ensure adherence to financial policies and procedures within the organization.

Education & Experience:

- a) Bachelor's degree in Finance, Accounting, Economics, or a related field.
- b) Master's degree (MBA, MSc, or equivalent) in Finance or a related specialization will be given preferences.
- c) Professional finance certifications (e.g., CFA, CPA, CMA) are a plus.
- d) Minimum of 5 years of relevant experience in managing accounting and finance

Skills and Competencies:

- a) Proficiency in financial analysis, budgeting, and forecasting
- b) Strong knowledge of financial regulations and compliance of FPC
- c) Experience in financial modeling and risk management
- d) Knowledge of financial software and tools (e.g., Excel, financial management systems)
- e) Previous work with financial institutions, corporations, or financial consulting firms
- f) Demonstrated ability to develop and implement financial strategies
- g) Strong analytical and problem-solving skills
- h) Effective communication and presentation skills for financial reporting and recommendations

Travel Requirement

- a. Periodic visits to project sites to support FA & FPCs
- b. Attendance at training sessions, workshops, and meetings as needed.
- c. Travel to interact with stakeholders and provide on-site support.
- d. Participation in conferences or seminars relevant to Accounts and Book Keeping.

COMPENSATION:

The salary range for this position is commensurate to industry standards and will be determined based upon experience set of the candidate and the HR policies of the organization.





ACCESS is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and all qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age and disability.

Interested candidates should share the details at link here <https://forms.gle/XV3cA752j5iXU8Y49> Only short-listed candidates will be contacted. The deadline is 8th March 2024.

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