

**Job Title: Finance Officer (FO)****Employer:** Centre for Policy Research**Location:** Delhi**Assignment type:** Full time**Salary:** Commensurate with qualifications and experience**About Centre for Policy Research**

Centre for Policy Research (CPR) is India's leading public policy think tank. CPR is a non-profit, non-partisan independent institution dedicated to research that contributes to the production of high-quality scholarship, better policies, and a more robust public discourse about the structures and processes that shape life in India.

About the Role

In this position, the successful candidate will be responsible for budgeting, forecasting, accounts and book-keeping. She/he will oversee all accounting activities related to income auditing, accounts payable processing, accounts receivable collection, statutory compliances, investments, payroll processing and governance matters.

If you have a strong background in non-profit financial management, we want to hear from you.

Key Responsibilities

Duties and responsibilities of the Finance Officer (FO) include but not limited to:

- Overall responsibility of accounts with supervising day to day financial transactions of the organization
- Monitor functioning of staff activities in the accounts department and delegate duties as deemed necessary for smooth functioning of the department
- Prepare monthly bank reconciliation statements and regular liaison with bankers
- Preparation of Cash Flow and Fund Flow Statements from time to time
- Payment of taxes and submission of statutory returns to the authorities under Income Tax Act, FCRA, GST Act etc. on the specified due dates
- Preparation of periodical budget estimates and revised estimates of the organization for approval by the Board
- Preparation of quarterly provisional Income and Expenditure Accounts of the Centre for tabling at the EC/Board meetings
- Preparation of Annual Statement of Accounts of the organization, FCRA accounts and organization's Employees Provident Fund Accounts. Getting all audits, including statements/CAG/audits requested for by funders
- Assist Senior Faculty and Head Operations in preparation of budget for new research proposals

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- Monitor the utilization of funds in various funded research projects and report to the respective Project Directors/Head Operations
- Any other function and work that may arise during the course of duties as FO and any other work as desired and entrusted by the President/Head Operations.

Background and Qualifications

Education

- Bachelor's degree in Commerce Or Master's degree in Finance/Accounting with at least 5 years of work experience;
- CA or CPA (or an equivalent professional accounting qualification) is desirable

Work Experience

- Proven experience as Finance Officer or similar role
- In-depth knowledge of non-profit finance and accounting principles, laws and best practices
- Solid knowledge of financial analysis and forecasting
- Proficient in the use of MS Office and financial management software (e.g. SAP)

Key Competencies

- Ability to work independently, to be well organized and detail oriented
- An analytical mind with a strategic ability
- Excellent organizational and leadership skills

Application Instructions

- **Deadline:** Applications are being accepted and reviewed until the position is filled.
- To apply, please submit a resume, cover letter, and writing sample.
- Please direct queries and applications to jobs@cprindia.org with the title “**Finance Officer**” in the subject line.