

## **International Foundation for Research & Education (Ashoka University)**

### **Job Title: Manager, Accounts and Finance Department**

**Location:** Ashoka University, Campus, Sonapat, Haryana

**Reports To:** Director – Finance & Accounts

**Nature of work:** Full Time

### **About Ashoka University:**

Ashoka University is India's leading Liberal Arts and Sciences University providing a distinctive interdisciplinary liberal education at par with the best universities in the world. Located in Sonapat, Haryana, Ashoka is India's first and only not-for-profit University built on the principles of collective public philanthropy.

Ashoka's 2,000-plus students, drawn from 30 states and over 243 cities in India and 27 other countries, receive a world-class interdisciplinary education, led by internationally renowned faculty. The University offers multidisciplinary programs that expose students to diverse perspectives, beyond classroom education. Ashoka students learn to be critical thinkers, effective communicators, and ethical leaders and have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR and social sectors. Ashoka has also developed eleven Centres of Excellence to encourage academic and research collaborations and create societal impact. For further information, visit [www.ashoka.edu.in](http://www.ashoka.edu.in).

### **Purpose:**

The position will be responsible for accounting matters, FCRA compliances and grant management of the centres in accordance with Ashoka University policies, procedures, industry standards, as well as clients' needs.

### **Role and Responsibilities:**

#### **Grant Management and Reporting:**

- Coordinate with the Centres team and prepare a robust project wise cash flow on monthly basis
- Prepare Bank reconciliation of monthly basis and follow-up on outstanding issues.
- Ensure timely disbursement of funds to all the stakeholders for the effective implementation of the project.
- Maintain grant tracker. Keep track of all Grants and ensure Donor reporting. Assist in financial review of the sub-awardee and other contracts.

#### **Update and maintain Books of Accounts:**

- Process all staff and vendor payments as per policies and procedures documented in Finance manual and support team- A&F in ensuring overall compliance.
- Enter data in ERP Accounting software, accurately on daily basis, and ensure preparation and filing of the vouchers and reconcile account balances.
- Ensuring organized office filing system of IFRE/Ashoka
- Ensure timely payments to creditors and staff with regards to donor funded projects.
- To ensure that all expenses are in conformity and are processed as per Policy and Procedures outlined in the Administration and Finance Manual.

#### **Statutory Obligation:**

- Knowledge about FCRA, Income Tax and GST with regards to NGO sector.

#### **Annual Planning and review:**

- Support the Manager in annual budgeting exercise for all Centres.
- Provide assistance in budget monitoring and mid-term Budget amendment.

#### **Audit:**

- Extend necessary support activities in both external and internal audit, assisting in preparation of response and in the implementation of the recommendations.

### Eligibility:

- Post Graduate in Commerce with 5-7 years of experience and MBA and PG diploma will be an added advantage
- Candidates with relevant work experience in both commercial and development sectors with exposure to the FCRA and Grant Management function will be preferred.
- Proficiency in use of MS Office primarily Excel and must know how to use Pivot table, V-look up, H-Look up etc.
- Good Communication skills in Hindi and English - written and verbal

### Application Submission Process

Please submit an updated CV at [connect.hrd@ashoka.edu.in](mailto:connect.hrd@ashoka.edu.in), with the subject line – <Job Name\_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

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**Ashoka is an equal opportunities employer.** Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.