

**Job Title: Sr. Manager/ Manager - (Finance)**

**Reports To:** Centre Director, Centre for Social and Behaviour Change

**The Centre for Social and Behaviour Change (CSBC), Ashoka University**

CSBC was founded by and is part of Ashoka University, India's leading liberal arts university, and is supported by the Bill and Melinda Gates Foundation. Since our inception, we have been dedicated to expanding and sharing knowledge and underscoring behavioural science's role in building public policies that directly impact society.

We seek to establish a globally reputed Indian institution, driving behavioural change measures for people and communities in need. We advance the science and practice of behaviour changes, harnessing cross-disciplinary expertise to improve outcomes in nutrition, sanitation, maternal health, family planning, and financial services through a mix of behavioural change programmes, foundational research and capability building.

**Context:** We are looking for an experienced and knowledgeable person to fill this role. S/he will be expected to fulfil all requirements related to financial management of various grants in collaboration with Ashoka University's finance team including financial analysis and periodic reporting to donors of CSBC. S/he will also provide the required support to the Director on financial planning and projections.

**Overview of the Role:** This position will be responsible for providing support in operationalizing financial management for the Centre.

The candidate will have to closely work with Director to provide data driven analysis for better planning and management of financial resources. This position will be expected to liaison with the finance and contracts team at Ashoka University, Sonipat.

**Roles and Responsibilities:**

**1) Grants Management:**

- Support projects' funding proposals: assist with budgets, review proposals, provide supporting documents.
- Ensure complete documentation of funding awards.
- Work with project directors to comply with funder's terms and conditions, manage deliverables, monitor spending, request amendments, and plan spend-out.

**2) Financial Management:**

- Support budget creation, budget projections and analysis of expenses as needed.
- Review salaries being charged to projects and adjust to ensure correct allocation.
- Prepare, review and distribute monthly reports, funder reports and others. Document and address issues requiring attention and/or further discussion.
- Work with Ashoka University Finance team to ensure timely and accurate processing of payables, deposit s and billings.
- Liaise with the Finance team at Ashoka University and ensure that required reports and schedules are submitted by required deadlines.
- Ensure compliance standards and statutory requirements by setting up appropriate internal controls and procedures.
- Assist in other function related to finances of the Centre

**Qualifications Required:**

Education: Advanced university degree (Master's degree or equivalent degree) in Finance, Economics, Business Administration or related discipline required.

**Experience and Skill set required:**

- Extensive financial management experience, with at least five years at a mid-management level
- Desirable- Experience **with national or international development organization(s)**
- Advanced knowledge of post-award process
- Excellent knowledge about FCRA, Income Tax and GST with regards to NGO sector
- Good written and verbal communication skills (fluency in English)
- Detail oriented with good analytical, problem solving and leadership skills.
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.) and accounting related IT tools

**Duration:** Full time role

**Location and Days of Work:** Currently remotely (online). Applicants should be authorised to work in India. Working from Monday - Friday.

**Compensation:** Remuneration is competitive with the sector and will vary depending on the candidate's qualifications and work experience.

**How to Apply:**

Send your application to [careersatcsbc@ashoka.edu.in](mailto:careersatcsbc@ashoka.edu.in). Your application must include:

- The name of the position you are applying for (in the subject line).
- A one-page cover letter highlighting relevant experience and a one-page CV. Please combine both documents into one PDF attachment.
- A mention of where you came across this job opening.
- If you were referred by or have already spoken to someone at CSBC, kindly mention their name.

**Closing Date: 24<sup>th</sup> February, 2022**

We recommend that you apply early as applications will be processed as they are received and the position may be filled before the closing date.

We are an equal opportunity organisation and promote diversity. Women, differently-abled persons, and SC/ST/OBC candidates are encouraged to apply.