
❖ **TORS for 1 Finance cum Grants Manager for STEPS Project**

Position Code: **FGM-1**

Position based in **New Delhi**

Qualifications and competencies:

- The candidate should be a graduate/post-graduate in Commerce with ACA/Grad.CWA.
- S/he should have at least 7 to 8 years experience in accounting/grant management/financial management out of which at least 3 years should have been in a supervisory position.
- NGO Experience would be preferable.
- Candidates who have managed large grants would have an advantage.
- Should have good interpersonal skills
- Should be computer literate and well versed in MS Office especially Word and Excel
- Should have experience in working in Tally accounting software.

Specific Tasks:

The Finance cum Grants Manager is responsible for the following activities:

1. The overall financial management functions for the project at New Delhi
2. Overseeing accounting activities in Hyderabad and Gandhinagar
3. Managing project finance, preparation of and designing and operating a management information system.
4. Prepare periodic financial reports for submission to Management, be involved in the assessment of financial status of Sub grantees and review and comment upon their proposals and budgets.
5. Negotiation, finalization, awarding and administration of contracts and management of financial audits and review of all Contracts and Grants
6. Interacting with Project Director, all Program Officers and Field Officers on Financial, contractual obligations and performance and also guide them in finalization of budgets for all sub-grants.
7. Prepare Project budgets and Annual budgets based on annual work plans and progress reports vis-à-vis budget.
8. Project the Fund flow requirements.
9. Responsible for all financial transactions, audit replies, financial guidelines etc.,

10. Preparation & Certification of Periodic Expenditure statements to Donors..
 11. Overseeing Contract documents, entering into contracts and agreements and monitoring the operation of the contract.
 12. Develop a Management Information System, Control procedures for the project
 13. Responsible for development of contracts for vehicle hire and other services
 14. Inventory management of the project
 15. Responsible for compliance of audit findings and taking corrective actions on findings and recommendations.
 16. Arrange for post award audits of Sub-recipients to whom awards have been made ensuring that the approved SOW is followed and specific areas of concern relating to their operations are covered.
 17. Maintenance of all financial records and files related to the project
 18. Review monthly financial reports in the project and advise the project team on identification of variances from approved budget
 19. Travel regularly to project sites for periodic monitoring
 20. Preparation of monthly financial reports of the project
 21. Review of the monthly reports with reference to the budget
 22. Preparation of all timely financial reports to donors
 23. Ensuring compliance of all tax laws like the Income Tax Act, Service Tax etc., at the time of payments
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