

Finance Manager

- Responsibilities*
- Oversees the financial transactions of the Organization by as per its financial regulations and rules, as well as accounting policies and procedures
 - Monitors the inflow of funding and utilization of resources; processes the disbursements of funds; review and approve invoices, purchase orders, and requisitions
 - Prepares the organization's financial statements including the reporting of regular and extra-budgetary funds;
 - Oversee the management of grants-related financial transactions to ensure proper compliance, accountability and reporting and the preparation when necessary of regular and final financial reports for submission to granting agencies in USA and Europe
 - Responsible for investments, banking, and financial analysis; monitors the financial administration, Staff salary and settlement of taxes
 - Coordinate and assist with all grant submissions and proposals
 - Serve as liaison with the Office of Research and Project Administration of our partner institutions

Valued attributes of the Candidate Loyalty to the organization, ability to work collegially with collaborators, mutual respect to colleagues and peers irrespective of their position in the organization, flexibility with working hours and adherence to highest ethical standards

Report to The Executive Director, CCDC

- Qualification*
- MBA (Finance)/CA/ICWA with 10 years of Experience.
 - Candidates with exposure to managing research projects grants as well as national and international funding bodies will have preference
 - Excellent command of the English language and experience working in international contexts

Compensation Commensurate with experience and qualification

How to Apply Send Full CV along with contact details of two referees to jobs@ccdcindia.org by not later than 25 May 2009. Informal queries may also be directed to jobs@ccdcindia.org