



Terms of Reference

Finance Assistant

3ie, New Delhi

1. Background

[The International Initiative for Impact Evaluation \(3ie\)](#) is an international grant-making NGO promoting evidence-informed development policies and programmes. We are the global leader in funding and producing high-quality evidence of what works, how, why and at what cost. We believe that better policy-relevant evidence will make development more effective and improve people's lives. 3ie is registered as a non-governmental organisation in the United States of America. It has offices in New Delhi, London and Washington, DC.

3ie seeks a **finance assistant** to work with the Programme, Finance, Reporting, Information and Technology and Administration Office in New Delhi, India.

2. Scope of work

The finance assistant will report to the senior finance officer and will be responsible for payment disbursements including voucher preparation, proper documentation and approvals for expense processing, and timely preparation of bank reconciliation statement.

3. Key responsibilities

The finance assistant will have the following key responsibilities:

- Set up payment instructions in bank
- Prepare vouchers for payments, receipts and journal entries
- Secure approval and validation from internal authorities
- Data entry in Intacct accounting software
- Filing and documentation of vouchers and bills
- Settling advance payments in a timely manner
- Timely preparation of bank reconciliation statements
- Assist in monthly closing activities
- Assist during the annual audit
- Any other work assigned by the supervisor or the deputy director – finance and administration.

The finance assistant will also provide support during the annual audit (extraction of vouchers for audit, compiling vouchers, invoice, bills and any other tasks). S/he will provide general office support to help ensure the smooth functioning of the finance office.

New Delhi

202–203, Rectangle One, D-4, Saket District Centre, New Delhi – 110017, India

3ie@3ieimpact.org Tel: +91 11 4989 4444

4. Qualifications and skills

4.1 Education and training

- Bachelor's degree in commerce and accounting
- A minimum of five years of relevant experience with exposure to account management and financial reporting
- Familiarity and understanding of the development sector

4.2 Skills

- Demonstrated knowledge of accounting software, such as Intacct
- Advanced knowledge of MS Office 2010 or 2013 applications
- Exceptional English-language skills

5. Eligibility

3ie will recruit one individual with the right to work and who is residing in or near Delhi. 3ie is an equal-opportunity employer. We do not discriminate on the basis of sex, age, ethnicity or sexual orientation. We particularly encourage women, ethnic minorities and differently abled persons to apply.

6. Terms of employment

Candidates should be available to start work at the earliest. Salary will be commensurate with qualifications and salary history within the applicable salary scale of 3ie.

7. How to apply

Please apply by e-mail to jobs@3ieimpact.org with the following application material and include '3ie Finance Assistant' in the e-mail subject line. Incomplete submissions will not be considered. Only those shortlisted will be contacted.

1. A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference
2. Curriculum vitae (not to exceed two pages)
3. Name and contact information for two professional references
4. One writing sample, maximum of two pages, on any aspect relevant to this job

Applications must be submitted by **23:59 IST, 18 June 2017**. Applications received after the deadline will not be considered.