



Terms of Reference

Finance Officer

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 officer** to work with the Programme, Finance, Reporting, Information and Technology and Administration Office in New Delhi, India.

2. Scope of work

The finance officer will report to the senior finance officer and will be responsible for payment disbursements including voucher preparation, payment of payroll and taxes, proper documentation and approvals in expense processing, filling payroll returns, and submission of financial and donor reports.

3. Key responsibilities

The main responsibilities of the finance officer are listed below:

3.1 Expense management

- Receipt of vendor or consultancy invoices, grant payment and travel claims from staff
- Verify supporting documents and check accuracy of the calculations against 3ie's financial policies and procedures
- Review accounting vouchers prepared by the finance assistant
- Advise and verify correct coding of expenditure on all payment requests
- Ensure completeness and accuracy of supporting documents on payment requests
- Oversee the payment turn-over period to avoid delays in handling requests submitted to finance
- Conduct verification of vendors

3.2 Payroll management

- Verify payroll and ensure timely processing of salaries based on reports received from payroll service provider
- Ensure statutory compliances related to payroll and payment of payroll taxes on time

New Delhi

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3.3 Financial reporting

- Prepare monthly and quarterly financial reports based on month-end records
- Prepare financial statements every quarter (such as asset and liabilities details)
- Prepare grant monitoring reports every quarter
- Assist in preparing reports for board meetings bi-annually

3.4 Audit coordination

- Provide relevant documents to external auditors, as needed
- Assist in preparing draft financial reports for audit reporting purposes
- Discuss non-compliance issues with the supervisor and recommend suitable actions for mitigation
- Implement suitable corrective action plans based on auditor's recommendations and board approval

3.5 Accounts management

- Verify bank reconciliation statement every month
- Check accounting entries and prepare sub-ledgers for account receivables and payables

Any other work assigned by supervisor or the deputy director – finance and administration.

4. Qualifications and skills

4.1 Education and training

- Candidates who have passed Inter Chartered Accountancy or completed the Institute of Cost and Works Accountants of India course are encouraged to apply
- Candidates with a bachelor's degree in commerce and accounting are eligible
- A minimum of seven to eight years of relevant experience with exposure to account management and financial reporting
- Familiarity and understanding of the development sector

4.2 Skills

- Knowledge of SAP and other accounting software, such as Intacct,
- Knowledge of MS Office 2010 or 2013 applications
- Knowledge of payroll taxation of India and US
- 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 Officer' in the e-mail subject line. Incomplete submissions will not be

considered. Only those shortlisted will be contacted. A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference

- Curriculum vitae (not to exceed two pages)
- Name and contact information for two professional references
- 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.