

JOIN OUR YOUNG HIGH IMPACT TEAM

People with Purpose, Powering Change —————

POSITION: OFFICER – FINANCE & ACCOUNTS (F&A)

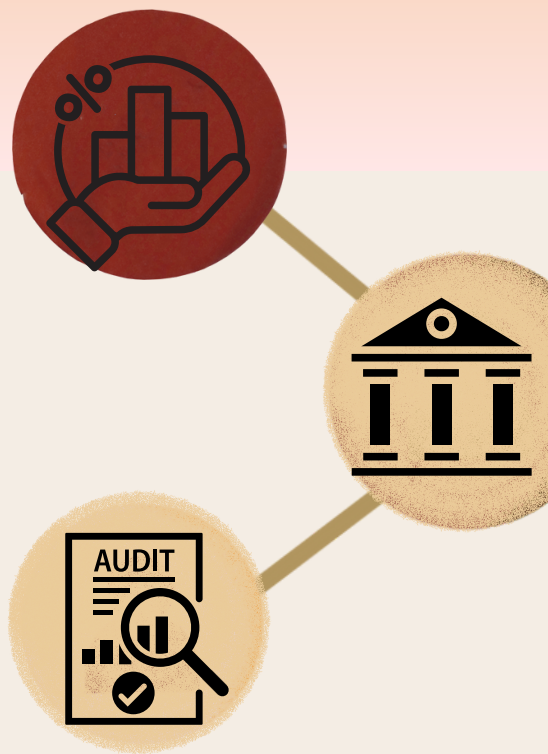
Corporate Office: **Assurances**
Location: **New Delhi**
Joining Date: **Immediate**
Application Deadline: **30 June 2025**

About the Role

We are looking for a reliable and detail-oriented Officer – Finance & Accounts (F&A) to join our Central Support Unit (CSU) in New Delhi. This role involves supporting core finance operations, maintaining accurate records, ensuring compliance with internal policies, and collaborating with multiple teams across the organization.

Responsibilities

- Implementing finance and accounting policies and procedures uniformly across the organization.
- File vouchers in relation to processed claims, maintaining organized and accessible records
- Manage petty cash and bank accounts, ensuring accurate tracking and reporting of cash flow
- Review and settle receivables and payables periodically, ensuring accurate and timely reconciliation
- Document and file project-related documents, maintaining an organized and accessible repository
- Manage assets, overseeing procurement, verification, and tracking



- Review and process claims of employees, vendors, etc., ensuring compliance with internal policies and regulatory requirements
- Manage and maintain financial documentation, records, and databases, ensuring accuracy, confidentiality, and protection of financial data, including updating the organization's accounting software
- Monitor and review expenditures booked in accounting software against allocated budgets, providing variance analysis
- Oversee vendor management, including onboarding processes and periodic Know Your Customer (KYC) updates
- Supervise inventory management, including procurement and tracking the inflow and outflow of inventory
- Handle administrative tasks related to finance and accounts, including issuing contracts and managing travel and logistics
- Provide support to field, state, and head office teams as required
- Periodically prepare financial reports and analysis for management review
- Donor reporting: preparing reports for donors and stakeholders
- Stakeholder management: managing relationships with stakeholders, ensuring timely and accurate communication
- Carry out any other activities and responsibilities as required by the organization

Qualifications

- Bachelor's degree in Business Administration/Commerce. Diploma/specialised certificate in Finance & Accounts from a recognised professional institution will also be accepted
- Minimum 2 years of work experience in development/social sector is desirable. Freshers can also apply
- Good communication skills, both verbal and writing skills is required
- Proficiency of managing software application and use of tools like Google workspace, MS Office, Excel, and PowerPoint is required

How to Apply

If you are a passionate F&A professional meeting our eligibility criteria and looking to make a meaningful impact, we would love to hear from you. TRI matches compensation competitively in the sector to draw best talent. To apply, kindly visit <https://www.trif.in/careers/>. The deadline for submission of application is 30 June 2025. Since selection decisions will be made on a rolling basis, interested candidates are encouraged to apply at the earliest. Only shortlisted candidates will be contacted and invited for next steps.

Join our team in driving financial excellence and grow with us!