

**Relevant Sector:** Accounting, Finance.

**Position:** Finance Manager.

**Location:** Cuttack, Odisha.

**Apply by:** 10<sup>th</sup> June, 2016.

**About the Organisation:** The Legal Service Institute managed by Committee for Legal Aid to Poor in short CLAP, is a public interest law organization with a mission to render legal services pro-bono to strengthen access to justice and undertake juridical advocacy for legal reform. It originated in the year 1982 to broaden the horizon of legal aid to poor to overcome poverty. Over the years it evolved as a specialized organization in the field of law and justice. Broadly the Legal Service Institute endeavours to eliminate injustice from the society and engaged to promote justice. Through its strategic legal intervention, the Legal Service Institute re-affirms its commitment to strive towards progressive realization of fundamental human rights with dignity of individuals and the communities in its manifold manifestation. While doing so it aims to bring about good governance based on rule of law through strategic application of law which is equitable, transparent and accountable as well as gender responsive.

**Position Overview:**

Manager of Finance and Accounts shall be the head of the Central Finance System and Finance Division of CLAP.

He/ She shall discharge in general the following functions: a) Preparation of Monthly and Annual Budget and Annual Audited Statement of Accounts. b) Preparation of Quarterly Financial Report. c) Coordinate and arrangement of Internal and External Audits. d) Verification of financial statement and reports of field office. e) Financial monitoring. f) Preparation and filing of various financial returns of the organization like Income Tax Return, FCRA Return, TDS Return with the help of Auditor. g) Verification of Monthly Salary Statement of Staff. h) Preparation of clarification note/notation, revised budget, variance analysis report for donors as well as Executive Committee. i) Compliance of financial report for donors. j) Verification of all advances for approval of Project Coordinator, (k) Financial Budgets and Cash Forecasts – Implement, analyze, track and ensure alignment with program strategies, (l) Formulate periodic MIS Reports to highlight variations from Budgets and Cash forecasts to enable Management & program teams take informed decisions.

**Education/Experience Requirements:** Bachelor's Degree in Commerce or equivalent accounting, management, etc. Preference will be given to person having Post Graduate in commerce or MBA (Finance) or Management (Finance). A minimum of 3- years of experience in NGO accounting field or relevant sector.

**Skills:** Adept at using Microsoft Office applications – word, excel and other accounting software, Working experience in Tally 9.

**Honorarium:** INR 25,000 per month (Consolidated).

**Appointment:** Initial appointment for a period of 2-year (Extendable) with 3-months of probation period.

**Reporting Authority:** Project Coordinator who is the Chief Executive Officer of the Organisation.

**Application Procedure:** Submit your CV and cover letter by email to [info@clapindia.org](mailto:info@clapindia.org) with "Apply for the post of Finance Manager" in the subject line.

Job Email ID: [info@clapindia.org](mailto:info@clapindia.org)