

Finance –cum- Accounts Officer
Livolink Foundation
Bhubaneswar
<http://livolink.org>

About the Organization and Position:

Livolink Foundation is a registered body under the Indian Trusts Act 1882. Based in Bhubaneswar, the organization is currently involved in development programmes spanning 14 states of the country.

Livolink is committed to enhance the socio-economic status of the vulnerable and marginal communities across the country through promoting appropriate prototypes, design technologies related to development and popularizing their application in the field and involved in monitoring and implementation of new and innovative developmental projects financed by government and donor agencies. The organization assists development agencies at the grassroots by offering know-how, technical guidance, managerial and organizational development support in the areas of poverty alleviation, rural livelihoods, natural resource management, irrigation, habitat and environment and other intervention sectors for the purpose of promoting sustainable and self-reliant social, economic, ecological and human development. Livolink Foundation is governed by an eminent board of trustees from various parts of the country with rich experience in the social development sector.

The organization hosts two National Level Secretariats – one on Diversion Based Irrigation (DBI) and the other on System of Rice Intensification (SRI) - that are concerned with programme monitoring and providing technical support and expertise to more than 150 partner organizations of Sir Dorabji Tata Trust (SDTT) and Allied Trusts, Mumbai, across the country. It has also ventured into new and innovative projects supported by the Government of Odisha and NABARD. Details of the organization is available from its website at <http://livolink.org>

Position: For expanding initiatives of the organization, Livolink wishes to appoint a Finance –cum- Accounts Officer (one post) for its head office. This is a full time position on annual contract (renewable as per suitability and requirements) to be based in Bhubaneswar.

Qualifications: Masters Degree in Finance/Accounts or M.Com or an equivalent degree from a recognized institute/university of repute.

Experience: The above position requires a minimum of five years' working experience. Exceptionally qualified candidates with less than the stipulated working experience may also apply.

Key Responsibilities: The suitable candidate is responsible for overseeing all financial matters and accounts related activities of the organization. Some of the specific responsibilities include:

- Assist in performing all financial and accounting tasks necessary to achieve the organization's mission, vision and objectives.
- Supports the Finance & Accounts Unit staff on raising awareness and knowledge of financial management matters.
- Work closely with the Executive Director on strategic vision including fostering and cultivating stakeholder relationships, as well as assisting in the development and negotiation of contracts.
- Participate in developing and drafting prospective programmatic/ project budgets, and determining cost effectiveness of service delivery.
- Assess the benefits of all prospective contracts and advise the core programme team on programmatic design and finance-related implementation matters.
- Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.

- Provide the ED with an operating budget and work to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: (1) interpreting legislative and programmatic rules and regulations to ensure compliance with all contractual guidelines and those enlisted in the Service Rules of the organization, (2) ensuring that all regulations and requirements are disseminated to appropriate personnel, and (3) monitoring compliance.
- Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
- Oversee purchasing and payroll activity for all staff and / clients.
- Develop and maintain systems of financial assets of the organization.
- Monitor banking functions/ activities of the organization.
- Assist in the design, implementation, and timely calculations of salaries, perks etc for all staff of the organization.
- Oversee insurance plans and health care coverage analysis.
- Oversee maintenance of the inventory of all fixed assets, including assets purchased with funds from donor agencies (like computers, furniture/fixtures etc.) assuring all are in accordance with approved regulations.

Desirable Qualities:

- The candidate must have basic knowledge as well as interest in the Social Development Sector / NGO environment and current trends in the sector in India
- He/she must be able to recognize and be responsive to the needs of all clients, including funding organizations, the Board of Trustees, Executive Director, core professional team and employees, partner NGOs and other stakeholders associated with the organization.
- He/she should be able to communicate effectively and articulately in both written and verbal form.

Location: The position will be based in the office of Livolink Foundation, Bhubaneswar, Odisha.

Salary: In the range of Rupees 20,000/- to Rs 30,000/- (Rupees Twenty to Thirty Thousand Rupees) per month. Other allowances, benefits and perks will be applicable as per General Service Rules of the organization.

How to apply: Interested candidates with suitable experience and qualifications as mentioned above, must apply with their updated curriculum-vitae and a one page write-up stating their suitability for this position. This may be sent to The General Manager (HR), Livolink Foundation, Bhubaneswar, at: livolinkfoundation@gmail.com by 20th September 2014. Only shortlisted candidates, will be informed over email or phone.

The candidate selected after the recruitment process will be invited to join for the position immediately. Livolink Foundation is an equal opportunity employer. Women candidates are encouraged to apply.
