

## **JOB DESCRIPTION**

### **Finance Officer, Bharat Rural Livelihoods Foundation, New Delhi**

**POSITION VACANT:** Finance Officer

**NUMBER OF POSITION:** One

**REPORTING TO:** Manager Finance & Accounts, BRLF

#### **ORGANISATION BACKGROUND:**

Bharat Rural Livelihoods Foundation ([www.brlf.in](http://www.brlf.in)) is an autonomous body established in 2013 under the Ministry of Rural Development through a Union Cabinet decision by the Government of India. With a vision to transform the lives and livelihoods of the most vulnerable populations across India, BRLF plays a crucial role in fostering and facilitating civil society action in partnership with the government and people's institutions. Its mandate encompasses a range of objectives, including bridging the gap between program outlays and outcomes, improving implementation of government flagship programs, providing grant support to civil society organisations (CSOs), and promoting partnerships for inclusive, sustainable development. BRLF has a pan-India mandate and focuses on tribal geographies, particularly those in the Central Indian tribal belt and Northeast India. The focus has been on the states with the most concentration of tribal population which are Gujarat, Rajasthan, Maharashtra, Madhya Pradesh, Telangana, Odisha, West Bengal, Jharkhand, Chhatisgarh, Assam, Mizoram.

To achieve its objectives, BRLF follows a networked approach for nurturing the appropriate institutional and programmatic ecosystem for enhanced interventions in sustainable livelihoods for tribal rural communities. The collaborative model actively engages various key stakeholders, including the government, private philanthropies, public and private sectors under corporate social responsibility (CSR), Civil Society Organisations (CSOs) and Community-based Institutions (CBOs and PRIs). The unique collaborative model facilitated by BRLF successfully harnesses the collective strengths of these institutions to design and scale rural development initiatives effectively.

For more details, please visit our website: [www.brlf.in](http://www.brlf.in)

**JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to Manager Finance & Accounts, BRLF, the Finance Officer would be part of the Finance team of BRLF in prudent management of financial and accounting systems

**DUTIES AND RESPONSIBILITIES:**

The incumbent will perform the following functions including but not limited to

- Donor reporting and maintenance/dissemination of monthly MIS system.
- Grant and CSO management as per the BRLF Grant Management policy.
- Assist Manager Finance in drafting the financial statements and year end closing.
- Assist Manager Finance in different audits such as Internal, statutory, CAG, MoRD, and donor audits/DD.
- Assist Manager finance on different compliances such as FCRA, Income Tax, Society and MoRD.
- Coordination with the state finance team members, other departments and CSO partners.
- Working closely with HR department on salary disbursements and related compliances.
- Process and release of vendor advance, staff travel advance and other regular payment and tracking of loans and advances and Travel settlement, Petty expenses and other reimbursement as per policy.
- Follow up with staff/consultant for timely settlement of vendor and staff/consultant advances.
- Recording of transactions in account books (Tally ERP.9) as per budget head and generate vouchers
- Ensure physical expenditure and payment vouchers are properly supported in accordance with relevant financial rules, regulations and procedures including BRLF guidelines.
- Ensure adherence to the GFR followed by BRLF.
- Monthly Bank Reconciliation in tally including robust payment tracking system.
- Any other assignments by the finance leadership.
- Support the team as leave backup to others for proper functioning of the BRLF finance department.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

Applicants must fulfil the following conditions to be eligible to apply:

Graduate / Post Graduate degree in Finance/Accounting or CA/ICWA Inter with a minimum experience of 4-7 years in a similar position.

## **FUNCTIONAL COMPETENCIES**

- Experience of working with Foundations, Grant making institution or Government created missions and societies.
- Well versed with financial and accounting software preferably online applications.
- Knowledge and experience with Government created societies would be desirable.
- Proficient in Microsoft Office especially advance Excel.
- Well versed with statutory compliances i.e., TDS, PF, Income Tax, FCRA etc.
- Excellent inter-personal skills can work independently and with teams.
- Knowledge and experience of GoI accounting requirements, handling prudent procurement procedures would be desirable
- A team player, with the ability works in a collaborative and consultative manner.

## **COMPENSATION OFFERED:**

The gross remuneration budgeted for the position is Rs 8-10 lacs per annum. Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

**LOCATION:** The position will be based at New Delhi.

**APPOINTMENT:** This is a full-time position, and the initial contract will be offered for a period of one year, renewable based on performance.

## **APPLICATIONS PROCESS:**

Eligible candidates interested in this position are requested to apply through [LINK](#)

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of 12<sup>th</sup>, January 2026.

*BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Women are encouraged to apply.*