

## **JOB DESCRIPTION**

Assistant Manager – Finance, Bharat Rural Livelihoods Foundation, New Delhi

POSITION VACANT: Assistant Manager – Finance and Accounts

NUMBER OF POSITION: One

REPORTING TO: Director Finance and Administration, BRLF

### **BACKGROUND:**

Government of India has initiated Bharat Rural Livelihoods Foundation (BRLF) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, for transforming livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative, and the Foundation is constituted as a partnership between Government on the one hand and the private sector philanthropies, public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF will be to provide financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, invest in institutional strengthening of smaller CSOs and capacity building of professional human resources working at the grassroots.

BRLF continuously facilitates smooth flow and utilization of Government funds to rural communities and poor households under the mega Centrally Sponsored Schemes for promoting livelihoods of the poor. The General Body and Executive Committee of BRLF are constituted of eminent individuals as well as ex-officio representatives from private philanthropies, public and private sector organizations, financial institutions, State Governments and Government of India.

### **JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to Director Finance and Administration, BRLF, the Assistant Manager – Finance will be part of the Finance team of BRLF in strengthening financial management systems, grant and partner financial oversight, compliance and reporting / documentation mechanisms.

### **DUTIES AND RESPONSIBILITIES:**

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

- End to end donor reporting including CSR donors, Maintenance/dissemination of monthly MIS and financial dashboards.
- Support Director Finance in designing and delivering NPO compliance and governance live trainings and course dissemination to build capacities of the CSO's
- Coordinate with the Manager – Finance & Accounts on operational matters, where relevant and necessary, Keep each other updated, while independently managing responsibilities and priorities under the overall direction of the Director – Finance & Administration.
- Be an important and collaborative team player.
- Prepare and maintains excel/software based CSO reporting / tracking and the MIS at

organisation level for the review of the Director Finance and SMT.

- Grant and CSO financial management as per the BRLF Grant Management policy.
- Support Director Finance in budgeting, financial planning and fund flow monitoring.
- Support preparation of financial statements, utilisation reports and year end closing.
- Coordinate and support different audits such as Internal, statutory, CAG, MoRD, and donor audits/DD.
- Support compliances such as FCRA, Income Tax, Society and MoRD.
- Coordination with the state finance team members, programme teams and CSO partners.
- Working closely with HR department on salary disbursements and related compliances.
- Process and review vendor advance, staff travel advance and other regular payments and tracking of loans and advances, travel settlement, petty expenses and reimbursements as per policy.
- Follow up with staff/consultants and partners for timely settlement of advances and financial reporting.
- Recording and review of transactions in accounting systems as per budget heads and generate vouchers.
- Work closely with Administration and Procurement team members.
- Ensure expenditure and payment vouchers are properly supported in accordance with relevant financial rules, regulations and procedures including BRLF guidelines.
- Ensure adherence to GFR and financial procedures followed by BRLF.
- Monthly Bank Reconciliation and payment tracking system review.
- Support strengthening of finance processes, SOPs and internal controls.
- Support capacity building and finance compliance orientation for CSO partners and programme teams.
- Any other assignments by the Director Finance and Administration.
- 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:**

Post Graduate degree in Finance/Accounting and/or CA/ICWA Inter with a minimum experience of 6–10 years in a similar position.

Experience in development sector, grant making institutions, CSO management, Capacity Building of CSO's and foundations or Government created societies would be preferred.

## **FUNCTIONAL COMPETENCIES**

- Experience of working with Foundations, Grant making institutions or Government created missions and societies.
- Strong exposure to grant financial management, donor compliance , MIS and audit processes.
- 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 advanced Excel and can create / own financial MIS of BRLF.
- Well versed with statutory compliances i.e., TDS, PF, Income Tax, FCRA etc.
- Excellent inter-personal skills; ability to work independently and with teams.
- Knowledge and experience of GoI accounting requirements and prudent procurement procedures would be desirable.
- A team player, with the ability to work in a collaborative and consultative manner.

**COMPENSATION OFFERED:**

The gross remuneration budgeted for the position is **Rs 15 to 17 Lakh 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 three year, renewable based on performance.

**APPLICATION PROCESS:** Eligible candidates are interested in this position 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 February 15<sup>th</sup>, 2026.

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