

Recruitment in Language and Learning Foundation

Language and Learning Foundation (LLF) (www.languageandlearningfoundation.org) is a New Delhi based non-profit organization with the vision of enhancing student learning in primary schools, through professional development of teachers and teacher educators and building/sharing knowledge. We enjoy high credibility with several state governments and implement several professional development programs. LLF is in the process of strengthening its internal systems and processes and also its capacity.

Name of the Position : **Associate Director - Finance**
Nature of Employment : Full-time; initially for 1 year; extendable based on performance.
Location : New Delhi

Broad Job Description

Finance Management

- Work closely with Executive Director and Director (Operations) to develop a financial plan and monitor its implementation
- Monitor cash flow and work out scenario planning
- Analyse the financial climate and echo-system trends to assist senior executives in creating strategic plans for the future
- Interpret complex financial information and provide updates and information as needed
- Seek out methods and practices to minimise financial risk
- Contract auditing services to ensure financial monitoring is up-to-date
- Create and maintain relationships with service providers and banking institutions

Supervision of Accounts and Audits

- Supervise accounting, HR and admin teams in the facilitation of day-to-day operations, including tracking financial data, invoicing, payroll, etc.
- Prepare financial reports on a monthly and annual basis
- Monitor accounts, and other financial transactions
- Ensure that all of the organization's financial practices are in line in statutory regulations and legislation

Budget Management

- Support in development of program and state budgets
- organization-wide budgetary and fundraising planning
- Oversee, review, and adhere to the budgets for each functional unit
- Orient program staff on technology-based budget management. Also, on relevant aspects as and when needed.

Skills and competencies:

- Master's Degree in Commerce, Economics or relevant subject with at least 10 years of experience in supervision of accounting and finance matters.
- Should have good knowledge of legal provisions relating to financial operations.

- Strong knowledge of computer operations desired with ability to use IT-based tools /software for financial management. Knowledge of Tally essential.
- Ability to communicate effectively in Hindi necessary
- English communication ability is also strongly desired
- Result-oriented and ability to adjust to a fast, changing work environment associated with a young, growing organization
- Prior work experience in the NGO sector is preferred

This position will report to the Director (Operations).

Apply

Interested candidates may please apply latest by **25th of November 2020** with a cover letter (maximum 250 words (in English) and your latest CV by email to uddalak.datta@llf.org.in