

Centre for Migration and Inclusive Development

Job Description

Job Title: Finance Officer

Location: Perumbavoor, Kerala

Department: Admin and Finance

Reports to: Director - Operations

Supervises: None

Duration: One Year (Renewable)

Level: Officer

Category: Short Term Contract

About CMID

Centre for Migration and Inclusive Development (CMID) is a non-profit organisation registered in India with its core office in Perumbavoor, Kerala. CMID focuses on social inclusion of migrant workers and advocates for and promotes evidence informed policies and programmes that foster migrant inclusive development. Its work ranges from grassroots interventions to advocacy for policy change. International Labour Organisation (ILO), United Nations Development Programme (UNDP), National Health Mission, Government of Kerala, Aajeevika Bureau, Azim Premji Philanthropic Initiatives, Wipro Cares, Dasra, Gram Vikas, ESAF, Mangalore Refinery and Petrochemicals, Cochin Shipyard Limited, Bharat Petroleum Corporation Limited, etc. are some of CMID's recent collaborators. CMID implements various projects in Ernakulam district, Kerala which is the commercial capital of Kerala which has the largest concentration of interstate migrant workers in Kerala.

Position Purpose

CMID requires a dedicated accounting official with integrity to work in the Administration and Finance department of CMID. The Finance Officer will be in charge of financial transactions of the Organisation. He/she will be responsible for maintenance and management of the books of account and transactions. He/she will be in charge of documenting and filing the tax returns and other compliance requirement as required by various government regulations and as mandated by the donor organisations. He/she should be well-versed in English and Malayalam. Proficiency in Hindi will be an added advantage.

Duties and Responsibilities

- Maintenance of the books of accounts of CMID adhering to the financial policies of the organisation complying to the regulations as mandated by the relevant central and state government regulations.
- Management of the receipts and payments and documenting the same adhering to standard practices and auditing requirements.
- Disbursement of salaries, allowances and other benefits and deduction of various taxes and other levies and filing relevant periodic submissions including TDS, GST, ESI, PF, Professional Tax, etc. to respective authorities well within the stipulated deadlines.

- Periodic review and analysis of fund flow for financial planning and providing reports to supervisor.
- Facilitating internal and external audit and supporting the treasurer in the preparation of the annual financial statements to the Board of Trustees.
- Preparing various financial reports as required by donor organisations and the government.
- Custodian of various documents including bank passbooks, cheque books, statements and other relevant documents.
- Facilitation of due diligence visits by prospective funding agencies or their authorised representatives.
- Management of vendors, procurement and documentation of the procurement.
- Management of events conducted by CMID coordinating with the relevant internal and external stakeholders.
- Other duties and responsibilities as assigned by the supervisor.

Qualification and Experience

The candidate should be either a candidate who have passed Intermediate course from the Institute of Chartered Accountants of India or a post graduate in commerce (M. Com) with at least two years' experience in similar roles. Candidates with Bachelor degree in commerce with experience of four or more years will also be considered. He/she should be proficient in use of accounting and tax compliance software such as Tally and Winman. The Finance Officer should be fluent in English and Malayalam and well versed in internet, email communications. He/she should be in a position to independently file the periodic submissions such as TDS, GST, ESI, PF, Professional Tax, etc. Previous experience of working in non-profit organisations and ability to speak in Hindi will be added advantages. Salary will commensurate with qualifications and experience. Interested candidates should submit their detailed resume to jobs@cmid.org.in before 10.00 AM IST on June 22, 2022.

Skillset

- Integrity
- Attention on details
- Well-versed in latest version of Microsoft Excel, Tally and other accounting software
- Good Proficiency in English and Malayalam (both speaking and writing)
- Proficient in internet and email
- Good Team player
- Excellent interpersonal skills
- Empathetic to the issues of marginalised populations