



## Job Description

### Job Details

<b>Role Title</b>	Finance & Administrative Officer	<b>Location</b>	Guwahati - AS
<b>Reporting To</b>	State Head - Assam	<b>Term / Field</b>	Term

### ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3) designs and implements at-scale interventions to mobilize, equip, educate and empower women and girls to meet their full potential, to grow up as educated, informed, confident citizens of India; to live dignified and healthy lives, and to emerge as leaders in their communities.

C3 designs solutions focuses on incubating, implementing and scaling up programs on adolescent health and agency, early marriage, gender equity and prevention of GBV, women's economic empowerment, reproductive and maternal health, and family planning.

### POSITION SUMMARY:

The Finance & Administrative Officer is responsible for managing the administrative, financial, procurement, and operational functions of the State Office to ensure efficient day-to-day operations. The role oversees office administration, vendor and facility management, travel coordination, financial documentation, petty cash management, and compliance requirements. The incumbent supports budgeting, sub-grantee financial monitoring, and verification of financial transactions while serving as the primary coordination point with the National Office for administration, finance, procurement, and HR matters. The position also provides operational support for events, trainings, and program activities, contributing to the effective implementation of organizational objectives.

*The position will report to State Head and dotted line reporting will be to Manager-Finance & Administrative & Procurement Officer at New Delhi.*

### KEY ROLES & RESPONSIBILITIES:

- Manage general office administration (e.g. office lease, housekeeping maintenance, security, procurement, vendor management, annual maintenance contracts, office records, office equipment's, maintaining inventory records, files and office correspondence etc.)
- Organize conferences meetings and events and provide IT/ other support to the state office
- Review incoming correspondence, collect and prepare necessary information for reply/action, and draft and finalize responses;
- Manage the travel of the office staff, including dealing with the travel agent; ensuring that the travel approval process is being followed as per policies, hotel arrangements, car arrangements, ticketing, managing the schedule of the visitors etc.
- Manage/ reconcile petty cash for the state office and prepare SOE for the same and share with Delhi Office.
- Undertake field travel for training, review of sub-grantees accounts and program monitoring as necessary.
- To verify all bills/ invoices/ claims / sub-grantees financial report and fund request before sending the same to Delhi office. To check that all the required supporting is attached with the bills. Keep records of all the bills etc. submitted to Delhi office and to track the same for its payments with colleagues in New Delhi

- Ensure attendance sheet for all training programs / workshop etc. are attached with the claims.
- To support Delhi HR team with state level joining, document verification, manpower data, coordination with field staff for information and any other requirement pertaining to HR.
- To support State Head and other staff members/ full time consultant in State Office on all financial matters including preparation of budgets etc.
- To keep track of due dates of all financials reports to be submitted by sub-grantees as per agreed sub-grant agreement.
- Coordinate with Delhi office for all need based state level procurement.
- Be the point person for administration, finance and procurement related matters.
- Ensure that state office is compliant with all applicable State laws
- Ensure and supervise all housekeeping duties and office assistant
- Undertake any other activities/responsibilities as given by the State Head or from the Delhi Office.

*Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.*

### **Required Qualifications & Skills**

- Bachelor's degree in Commerce, Finance, Business Administration, Management, or a related discipline from a recognized institution.
- Minimum 5 years of relevant experience in administration, finance, procurement, and office operations, preferably in the development/social sector.
- Experience in handling financial documentation, petty cash management, vendor payments, travel coordination, and office administration.
- Strong working knowledge of MS Office applications, particularly Excel, Word, and PowerPoint.
- Understanding of statutory and regulatory compliance requirements applicable to office administration and finance functions.
- Willingness to undertake field travel as required.

### **OTHER DETAILS**

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Application Link: <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-101>
- Only Short-listed candidates will be intimated.

*C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.*