

ANNEXURE HR01

Job Description

Role Title: Admin & Finance Officer	Location: Raipur, Chhattisgarh
Reporting To: State Head	Core / Field: Core

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that works to improve the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, adolescents, especially young girls the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities and in governance.

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, files and office correspondence; ensuring all stock (including program and activity material) register is maintained at state and district offices.
- 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 shared with Delhi Office.
- Undertake field travel for training, review of sub-grantees account 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 State Head and other staff members/ full time consultant in State Office on all financial matters including preparation of budgets etc.
- Support and guide field based staff on financial reporting matter, as when required.
- Ensure orientation of new staff on office policies and reporting (financial).
- 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 Delhi office for Procurement, Administration, Finance and HR related matters.



- Ensure timely submission of HR / Personnel related documents are submitted to Delhi HR as per monthly timelines. Eg Manpower movements / New Joining documents / clearance documents etc. Support in State level interviews.
- To ensure that state office is compliant with all applicable laws (of State)
- Undertake any other activities/responsibilities as given by the State Head or from the New Delhi Office.

The position will report to State Head and dotted line reporting Finance Officer & Admin Officer at New Delhi

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:

- Excellent communication, interpersonal and relationship building skills, with ability to work in a multi-cultural environment
- Excellent analytical and reporting skills
- Motivated, energetic, thorough, and responsive to the needs
- Ability to work independently and as a team player in a multi-cultural environment
- Good working knowledge of computers/ software's
- Flexible attitude towards changing priorities and ability to multi-task
- Strong initiative skill
- Minimum 5-7 years of experience in social sector
- Proficient in Tally, maintaining Invoice, bills, petty cash, Excel and releasing payments.
- Practical understanding of Statutory mandates as per regulations.
- Able to speak and read English, Hindi & Chhattisgarhi languages.

OTHER DETAILS:

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: 31st December, 2024
- Please send your latest CV, with a covering letter at jobs@c3india.org
- **Please mention the position you are applying for in the subject line of your email.** The application must contain information about your current salary & benefits drawn (CTC).
- 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.