



**NATIONAL LAW UNIVERSITY DELHI  
PROJECT 39-A**

**FEBRUARY 16, 2018**

**CALL FOR APPLICATIONS: FINANCE & ADMINISTRATIVE CO-ORDINATOR**

**Position:** The National Law University, Delhi (“University”) is seeking to engage on a contractual basis, one Finance Coordinator & Administrative Assistant for the undertrial representation programme supported by a grant from the Azim Premji Philanthropic Initiatives. This is a full time paid position based in Delhi with requirement to travel and work from Nagpur and Pune, as and when needed. The maximum period of engagement will be for three years and the contract will be renewed on an annual basis.

**About the programme:** The twin goals of the programme are to reduce the undertrial population in prisons in Pune and Nagpur and to work with the legal aid system in Maharashtra. To this end, there will be a research as well as a litigation component to the programme. The programme will have offices in Pune and Nagpur. The programme staff will comprise of two Legal Strategy Co-ordinators, 20 Legal Fellows and 10 Social Work Fellows.

**Responsibilities:**

- A. The position will be Delhi based but is likely to involve frequent travel to Pune and Nagpur.**
- B. Develop and implement accounting systems for the programme.
- C. Perform the day to day processing of financial transactions and accounting.
- D. Develop and manage petty cash, invoices, vouchers and reimbursement system.
- E. Ensure timely payment for team members of the programme and external vendors.
- F. Forecast and monitor the budget and expenditure estimates.
- G. Prepare and maintain accounts and financial reports.
- H. Handling bank and investment related activities related to the programme.
- I. Liaise with University officials
- J. Develop filing system for the programme and ensure efficient office operations for both locations.
- K. Assist in screening applications for hiring team members for the programme.
- L. Work closely with the administrative staff in Pune and Nagpur to ensure smooth functioning of the Centre.
- M. Any other work that may be necessary as part of the programme’s activities.



**Qualifications:**

- A. Graduate or Postgraduate Qualifications in Commerce/Accounts/Finance
- B. Knowledge of accounting systems of public university/PSU/Government body desirable
- C. At least 2-3 years of relevant work experience
- D. Proficiency with software like Tally accounting software, Microsoft Word, Excel etc.
- E. Proficiency in written and spoken English is compulsory.
- F. Familiarity with conversational Hindi is preferable. Ability to read/ write/ speak Marathi will be an advantage.
- G. Ability to work in a team and fulfill accounting requirements in the public sector.

*The above qualifications may be relaxed in exceptional circumstances*

**Compensation:** Salary will be commensurate with qualifications and experience, and will be within the range of Rs. 35,000 - Rs.45, 000 per month.

**Application Process:** Interested persons may send their resumé by email to [p39a@nludelhi.ac.in](mailto:p39a@nludelhi.ac.in) and the subject of the e-mail should be “Project 39-A - Application for Finance Co-ordinator - Azim Premji Philanthropic Initiatives”.

**Deadline:** Applications must reach us by midnight of 2<sup>nd</sup> March 2018 after which the applications won't be accepted. The shortlisted candidates shall be informed via e-mail.

**Note:**

1. National Law University, Delhi is an equal opportunity employer.
2. Project 39-A ensures access to legal representation for prisoners regardless of the offence.
3. National Law University, Delhi reserves the right to conduct interviews and not fill these positions.
4. National Law University, Delhi is unable to cover the costs of attending interviews.
5. These positions shall be paid under the grant received under Azim Premji Philanthropic Initiatives.