



**NATIONAL LAW UNIVERSITY, DELHI**

**CENTRE ON THE DEATH PENALTY**

**FINANCE COORDINATOR & ADMINISTRATIVE ASSISTANT - CALL FOR APPLICATIONS**

*2<sup>nd</sup> March 2016*

**Position:** The National Law University, Delhi ('University') is seeking to engage, on a contractual basis, **one Finance Coordinator & Administrative Assistant** for the Centre on the Death Penalty at its campus in Dwarka, New Delhi. The contract will be for one year initially and can be extended by another year at the discretion of the University. The position is based on the University Campus in Dwarka.

**About the Centre on the Death Penalty:** The Centre was set up in August 2014 and undertakes litigation, research and outreach relating to the death penalty. The Centre was formed following the Death Penalty Research Project ('the Project') undertaken by the University since July 2013 in collaboration with the National Legal Services Authority (for more details, visit [www.deathpenaltyindia.com](http://www.deathpenaltyindia.com)). The Centre provides pro bono legal assistance to several prisoners sentenced to death across the country.

Currently, the Centre has seven (7) full-time Research Associates in litigation and research roles in addition to the Director of the Centre and an Office Administrator.

**Responsibilities:**

- A. Develop and implement accounting systems of the Centre.
- B. Perform the day to day processing of financial transactions and accounting.
- C. Develop and manage petty cash, invoices, vouchers and reimbursement system.
- D. Ensure timely payment for members of the Centre and external vendors.
- E. Forecast and monitor the budget and expenditure estimates.
- F. Prepare and maintain accounts and financial reports.
- G. Handling bank and investment related activities of the Centre.
- H. Liaise with University officials
- I. Develop filing system for the centre and ensure and efficient office operations.
- J. Assist the Centre in screening applications for hiring.
- K. Work closely with the Office Administrator to ensure smooth functioning of the Centre.
- L. Any other work that may be necessary to further the aims of the Centre.

**Qualifications:**

- A. Graduate or Post Graduate 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 any other Indian regional language will be an advantage.
- G. Ability to work in a team and fulfil accounting requirements in the public sector.

**Compensation:** Salary will be commensurate with qualifications and experience and will be within the range of Rs. 20,000-Rs.25,000 per month.

**Application Process:** Interested persons may send their resumé by:

**Email:**

Please send your resumé to the Registrar ([registrarnlu@nludelhi.ac.in](mailto:registrarnlu@nludelhi.ac.in)) with a copy marked to [deathpenalty@nludelhi.ac.in](mailto:deathpenalty@nludelhi.ac.in). The subject of the e-mail should be “**Centre on the Death Penalty- Application for Finance Coordinator & Administrative Assistant**”. The cover letter must state (Attn: Director, Centre on the Death Penalty.)

OR

**Post/Courier:**

The postal address is “Registrar, National Law University, Delhi, Sector 14, Dwarka, New Delhi-110 078”. The envelope must have super scribed on it, “**Centre on the Death Penalty- Application for Finance Coordinator & Administrative Assistant**” and addressed to the Registrar, National Law University, Delhi. The cover letter must state (Attn: Director, Centre on the Death Penalty.)

The University reserves the right to conduct interviews and not fill this position. The University will be unable to cover the costs for attending the interview.

**Deadline:** Applications must reach us no later than 23<sup>rd</sup> March 2016.

Interviews for shortlisted candidates may be conducted in the first week of April 2016

**Note:**

1. The Centre works on behalf of all prisoners sentenced to death, regardless of the offence involved.
2. The positions in this call are supported by a grant from the Oak Foundation.
3. National Law University, Delhi is an equal opportunity employer.