

NATIONAL LAW UNIVERSITY, DELHI

PROJECT 39A

October 30, 2019

Call No.: FTF2019/D/A/F02

CALL FOR APPLICATION – FINANCE AND ADMINISTRATIVE COORDINATOR

The National Law University, Delhi ('University') is seeking to engage one "**Finance and Administrative Coordinator**" (FAC) to work with and further the aims of the Project 39A.

About Project 39A: Project 39A (hereinafter 'P39A') draws inspiration from Article 39-A in the Indian Constitution on equal justice and signals the broadening of our work on the criminal justice system in India. We undertake litigation, research and outreach relating to forensics, torture, legal aid, forensic psychiatry and death penalty (for more information on P39A, visit www.project39a.com).

Position: The University through Project 39A is seeking to engage on an annual contractual basis one FAC for the Project 39A. The contract can be extended by another year on the basis of availability of funds or at the discretion of the University. The position is based on the University Campus in Dwarka, New Delhi.

Fair Trial Fellowship (FTF): The FAC shall be responsible for finance and administrative work for the FTF offices in Pune and Nagpur. The FTF is an initiative of Project 39A to train and mentor a group of young professionals (lawyers and social workers) to work with the State Legal Aid machinery towards ensuring fair trial for undertrial prisoners in Pune and Nagpur.

Responsibilities

Finance/Accounts responsibilities:

- A. Perform the day to day accounting transactions i.e. management of petty cash, processing/approval/payment of vendor bills, staff salary, staff reimbursement as per the University rules.
- B. Timely payment of travel advance and settlement of travel advance as per the University rules.
- C. Payment of monthly rent/electricity/water/telephone/internet/utility charges, yearly payment of municipal taxes for Pune and Nagpur offices.
- D. Timely deduction and deposit of TDS/GST, issue and dispatch of TDS/GST certificates, submission of TDS/GST returns, must be able to revise the GST/TDS returns if required.
- E. Handling banking activities i.e. opening/closing of bank accounts, keeping track of cheque clearings/NEFT letters, investment related activities such as opening/closing of fixed deposits, resolving issues related to foreign inward remittance and domestic funding.
- F. Posting of vouchers/bills/reimbursements and bank reconciliation in Tally 9.
- G. Ensure timely dispatch of bills/invoices, staff reimbursement etc., from the Pune and Nagpur offices to head office in Delhi. Supervision of Finance and Administrative Assistants in Pune and Nagpur offices in consultation with the Directors.
- H. Filing of all processed payments (vouchers/bills/reimbursement forms) in an efficient manner.
- I. Preparation of accounting/financial reports i.e., annexures for balance sheet, receipts and payments account, reports required by the auditors, facilitate audit of books of accounts, reports required for settlement of disputes with vendors.
- J. Preparation of budget reports i.e., monitoring the budget, forecast of expenditure/budget, issue of a utilization certificate or any report requested by the funding agency. Periodically update the Directors on the financial progress of overall FTF project.
- K. Issue/dispatch/keeping records of receipts issued u/s 80G.
- L. Liaise with the University officials on financial/accounting issues.

- M. This position requires frequent travel to Nagpur and Pune offices.
- N. Any other work that may be necessary to further the aims of the FTF.

Administrative responsibilities:

- A. Floating of tenders/calls for procurement of goods and services as per the University rules.
- B. Drafting and putting up hiring calls for staff on official website, assists in screening/ finalization of applications, issue of appointment letters, email ID, official ID cards.
- C. Booking of flights and allied transport services for staff and guests.
- D. Drafting and circulation of official policies, notices, circulars and information.
- E. Update of google calendars for meetings, travel, official events and leaves.
- F. Arrangements for in-house meeting in the head office.
- G. Arrangements for official trainings, seminars, events, conferences i.e. seek financial and administrative approval from the competitive authority, booking of venue, caterers, printing of invitations, dispatch of invitations, booking of hotel rooms for guests, logistic facilities for invitees or any other goods and services required for facilitation of the activity.
- H. Maintenance of administrative documents i.e., employee recruitment records, attendance register, leave records, stock register, issue of stationery register, postage receipt and dispatch register, publication register.
- I. Maintenance of important records i.e., grant agreements, rent agreements, tender/calls documents etc.
- J. Work closely with the Finance and Administrative Assistants, FTF Director to ensure smooth functioning of Pune and Nagpur offices and make sure all administrative policies are followed in both offices.
- K. This position requires frequent travel to Nagpur and Pune offices.
- L. Any other work that may be necessary to further the aims of the FTF

Qualifications:

- A. Graduate or Postgraduate Qualifications in Commerce/Accounts/Finance.
- B. Knowledge of accounting systems of public university/PSU/Government body desirable. Ability to work in a team and fulfil accounting requirements in the public sector.
- C. Working experience/knowledge of NGO accounting, administration, grant management, etc.
- D. Excellent knowledge of accounting concepts, rules and conventions.
- E. At least 3-5 years of relevant work experience.
- F. Proficiency with software like Tally 9 accounting software, Microsoft Word, Excel etc.
- G. Proficiency in written and spoken English is compulsory.
- H. Familiarity with conversational Hindi is preferable. Ability to read/ write/ speak Marathi will be an advantage.

Compensation: Salary will be commensurate with qualifications and experience and will be Rs. 40,000/- per month.

Application Process: Interested persons may send their resumé and a statement of purpose, explaining their interest in working with the Project 39A. The statement of purpose must not exceed 500 words. Please send your resumé and statement of purpose to p39arecruitment@nludelhi.ac.in. The subject of the e-mail should be “**Application for Finance and Administrative Coordinator:FTF2019/D/A/F02)**”.

Deadline: Applications must reach us no later than midnight of November 15, 2019 after which the applications will not be accepted. Only shortlisted candidates will be informed via email.

Note:

1. National Law University, Delhi is an equal opportunity employer.

2. Only shortlisted candidates will be contacted via e-mail. If you do not hear from us within 4 weeks after the deadline, please assume that your application has not succeeded. Unfortunately, we cannot reply to individual queries about the status of applications.
3. P39A ensures access to legal representation for prisoners regardless of the offence.
4. National Law University, Delhi reserves the right to conduct interviews and not fill the position.
5. National Law University, Delhi is unable to cover the costs of attending interviews.
6. This is not an advertisement for regular government service.
7. The position shall be paid under the grant received by Project 39A, National Law University, Delhi.
8. Please read this call completely before calling/emailing for further clarification.