



PROJECT 39A
EQUAL JUSTICE
EQUAL OPPORTUNITY



Fair Trial
Fellowship

**NATIONAL LAW UNIVERSITY DELHI
PROJECT 39-A
(FAIR TRIAL FELLOWSHIP PROGRAMME)**

July 29, 2022

CALL FOR APPLICATIONS: FINANCE & ADMINISTRATIVE COORDINATOR

Position: The National Law University, Delhi ('University') is seeking to engage one '**Finance & Administrative Coordinator**' on a contractual basis for Delhi location for the '**Fair Trial Fellowship Programme**' ('FTF') supported by a grant from Azim Premji Philanthropic Initiatives Private Limited. This is a full time paid position based in Delhi with the requirement to travel and work from Nagpur and Pune, as and when needed. The period of engagement will be for one year and any extension will be subject to the needs of the Programme and availability of funds.

About the programme: The Fair Trial Fellowship is an opportunity for young lawyers and social workers to work for providing quality legal representation to undertrial prisoners. The Fellowship will train and mentor a group of young professionals to work in collaboration with the State Legal Services Authority towards ensuring fair trial for undertrial prisoners at both pre-trial and trial stages. The Fellowship is being currently rolled out for work in Nagpur and Pune Central prisons. The twin goals of the programme are to reduce the under trial population in prisons in Pune and Nagpur and to work with the legal aid system in Maharashtra. To this end, there is a research as well as a litigation component to the programme. The programme has its offices at Pune and Nagpur.

Number of Position and Location: One position in Delhi

Responsibilities:

The position will be Delhi based but is likely to involve travel to Pune and Nagpur.

- A. Implement accounting and administrative systems for the programme.
- B. Perform day to day processing of financial/accounting transactions (manage petty cash, invoices, vouchers, salaries, staff reimbursements, posting of entries in Tally, bank reconciliation etc.).
- C. Ensure timely payment for staff of the programme and external vendors.
- D. Prepare and maintain accounts, financial reports, utilization certificates and ensure timely submission of reports to funding agencies.
- E. Forecast and monitor the budget and expenditure estimates.
- F. Handling bank and investment related activities related to the programme.
- G. Preparation of monthly tax deduction details for Income Tax and GST returns.
- H. Liaise with University for various approvals on a day to day basis.
- I. Assist in recruitment processes for hiring team members for the programme.
- J. Undertake required procurements for the programme as per the University procedures.
- K. Maintain a filing system for the programme and ensure efficient office operations for both locations.
- L. Work closely with the administrative staff in Pune and Nagpur to ensure smooth functioning of the Centre.
- M. Any other administrative and accounting 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 3 years of minimum relevant experience.
- D. Proficiency in 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.

Application Process: Interested persons must attach their resume and a cover letter, explaining their role and interest in working on this position. Shortlisted candidates will be called for the selection process in Delhi.

Applications and documents will be accepted **only** by filling the form in the link <https://www.project39a.com/finance-administrative-coordinator-july-2022> and attaching the relevant documents.

Deadline: Applications must reach us by midnight of **August 19, 2022**, after which the applications will not be accepted.

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 or vary the number of positions vacant for this call.
4. National Law University, Delhi is unable to cover the costs of attending interviews.
5. This is not an advertisement for regular government employment.
6. Only shortlisted candidates will be contacted via email. If you do not hear from us within three (3) weeks after the deadline, please assume that your application has not succeeded. Unfortunately, we cannot reply to individual queries about the status of applications.
7. National Law University, Delhi reserves the right to conduct additional rounds of interviews or written tests.
8. This position shall be paid under the grant received under Azim Premji Philanthropic Initiatives.
9. For any query, please contact at 011- 28032533 or via e-mail at p39a@nludelhi.ac.in.