



## Finance assistant 3ie, New Delhi

### 1. Background

[The International Initiative for Impact Evaluation \(3ie\)](#) promotes evidence-informed equitable, inclusive and sustainable development. We support the generation and effective use of high-quality evidence to inform decision-making and improve the lives of people living in poverty in low- and middle-income countries. We provide guidance and support to produce, synthesise and quality assure evidence of what works, for whom, how, why and at what cost. 3ie is registered as a non-governmental organisation in the United States. It has offices in New Delhi, London and Washington, DC.

3ie is seeking a finance assistant to be part of the programme, finance, reporting, information and technology and administration office in New Delhi that manages all finance-related needs and requirements of 3ie.

### 2. Summary

The finance assistant will report to the finance manager and will be responsible for payment disbursements including voucher preparation, ensuring compliance with policies, proper documentation and approvals in expense processing and timely preparation of bank reconciliation statements.

### 3. Key responsibilities:

#### 3.1 Daily operations:

- Set up payment instructions in bank;
- Prepare vouchers for payments, receipts and journal entries;
- Verify the supporting documents with policies and procedures;
- Secure approval and validation from internal authorities;
- Data entry in Intacct accounting software;
- Filling and documentation of vouchers/ bills; and
- Settlement of advance payments in a timely manner.

#### 3.2 Monthly operations:

- Timely preparation of the bank reconciliation statement; and
- Assist in monthly closing activities.

#### 3.3 Support for tasks as and when required:

- Support during annual audit (extraction of vouchers/invoice/bills and other work);
- Provide general office support to help ensure the smooth functioning of the finance unit; and
- Any other work assigned by supervisor or the director – finance and administration.

#### New Delhi

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## 4. Qualifications and skills

### 4.1 Education and work experience

- Bachelor's degree in commerce and accounting; and
- A minimum of three to five years of relevant experience with exposure to account management and financial reporting.

### 4.2 Skills

- Excellent English-language skills;
- Knowledge of accounting software such as Intaact;
- Knowledge of MS Office; and
- A keen understanding of the development sector.

## 5. Eligibility

The successful candidate must be a resident of India and have the right to work. 3ie is an equal-opportunity employer committed to equality and diversity. We do not discriminate based on sex, age, religion, ethnicity, caste, sexual orientation or for being differently abled. We particularly encourage ethnic minorities and differently abled persons to apply.

## 6. Terms of employment

Candidates should be available to start work at the earliest. 3ie offers competitive remuneration based on experience and qualifications. Our policies and procedures reflect our commitment to safeguarding children and vulnerable adults from abuse. We follow a zero-tolerance policy for any form of bullying or harassment in the workplace.

## 7. How to apply

Please apply by e-mail to [jobs@3ieimpact.org](mailto:jobs@3ieimpact.org) and mention '3ie finance assistant' in the subject line. The application must include:

- A cover letter, not exceeding one page, highlighting your qualifications and experience relevant to the terms of reference;
- Curriculum vitae (not to exceed four pages);
- Contact information for three professional references.

The deadline for submitting applications is **23:59 hours IST, 30 October 2019** and the position will remain open until filled. Applications received after the deadline will not be considered. Only shortlisted candidates will be contacted for an interview.