



Consultant - Finance Associate 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 **Consultant - Finance Associate** 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 Consultant - Finance Associate will report to the Senior Finance Manager and will be responsible for verifying the payment vouchers for proper documentation and approvals, ensuring compliance with policies and procedures, coordinating with teams for clarifications, support during audits and timely preparation of bank reconciliation statements.

3. Key responsibilities

3.1 Daily operations

- Review and verify vouchers prepared by the Finance Assistant in terms of program code, approvals, etc., and ensure that payments are processed within the set timelines. Conduct anti-terrorist check through the OFAC list for all employees, vendors, and grantees.
- Seek clarifications and follow up with respective team on payment-related discrepancies and issues forwarded by the Finance Assistant.
- Follow up with offices for credit card-related expense documentation and passing of entries after taking approval.

New Delhi

3.2 Monthly operations

- Ensure that the salary for 3ie's Synthesis and Reviews Office in London — housed at the London School of Hygiene & Tropical Medicine (LSHTM) — is accrued and recorded in the books of accounts on a monthly basis.
- Follow up with LSHTM for salary invoice and any other related query.
- Review monthly bank reconciliation statement prepared by the Finance Assistant.
- Assist in monthly closing activities.

3.3 Support for tasks as and when required

- Assist during the external, internal & donor audits.
- Provide general office support to help ensure the smooth functioning of the finance unit.
- Any other work assigned by supervisor or the Director – Finance and Administration.

4. Qualifications and skills

4.1 Education and work experience

- Bachelor's degree in Commerce and Accounting.
- 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 Sage Intacct.
- Knowledge of MS Office.
- Keen understanding of the development sector.

5. Eligibility

The successful candidate must be a resident of India and have the right to work in the country. 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

Candidate should be available to start work at the earliest. 3ie offers competitive remuneration based on experience and qualifications. The contract will be valid for a year with a possibility of moving into full-time staff contract at the start of year 2022 depending on the performance of the candidate. The candidate can work remotely based on prior agreement/consultation with the 3ie team.

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 and mention '3ie Consultant - Finance Associate' 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.

*Incomplete applications will not be considered

The deadline for submitting applications is **20 April 2021**. Due to the urgency to fill this role, applications will be reviewed, and shortlisted candidates interviewed on a rolling basis and 3ie reserves the right to close this advert before the above-mentioned closing date if sufficient applications are received.