

Job description

Job Title	Finance Project Consultant
Period	06 months
Work place	Indian Red Cross Society – National Headquarters, New Delhi
Tour & Travel needs	Willing to travel for office work (need based)
Qualification and Experience	Minimum Graduate Having worked in Govt of India/PSU or similar organisation for minimum 10 years
Age	Not above 64 years

Job purpose

Working as part of the IRCS team at National Headquarters, the Project Consultant ensures an effective and proper management of the project finances, in accordance with its Act & Rules, policies, procedures and decisions of the Managing Body taken from time to time.

Job duties and responsibilities

Key duties and responsibilities for this position include:

Financial Management

- Oversee the financial allocation/provisioning of projects, their financial viability, budget scrutiny etc.
- Provide technical advice to the staff and officers on management of project finance;
- Provide expertise/advice to the IRCS on financial management matters pertaining to operations;

Financial Reporting

- Monitor monthly key project performance financial indicators.
- Analyse and prepare quarterly and ad hoc management financial project reports;
- Develop and finalise donor financial reports.

Risk Management & Internal Controls

Ensure compliance/supervision of financial regulations as stipulated under Indian law, financial and accounting elements and documents for internal/external audits and effective fraud and corruption prevention.

Position Requirements

Education	Required	Preferred
Professional degree in accounting, finance, or related field		X
Experience	Required	Preferred
Minimum of 10 years work experience in managing finance and project in a large organisation	X	
Experience in managing staff	X	
Knowledge and Skills	Required	Preferred
High degree of integrity, discretion and personal conduct; high attention to detail	X	
Strong computer/database skills and sound knowledge of Microsoft office applications	X	
Languages	Required	Preferred
Fluently spoken and written English	X	

