

## **Director Finance, Administration, HR, and IT (FAHIT)**

- 1. The Employer:** Partners in Prosperity ([www.pnpindia.in](http://www.pnpindia.in)) and Intercooperation Social Development India ([www.intercooperation.org.in](http://www.intercooperation.org.in)) -both non-profit organisations – are joining hands to implement a go to market strategy to build robust agricultural value chains and service small and medium enterprises. This has created new opportunities for growth. The average annual turnover of the both organisations for the last three years put together is INR 85 million. New talent is required to steer PnP's future path.
- 2. Nature of Employment:** On Two Year Contract
- 3. Location:** South Delhi
- 4. Brief Job Description**

The **Director of Finance, Administration, Human Resources and Information Technology (FAHIT)** will be responsible for financial, administration, HR, and IT aspects of Partners in Prosperity including budget development and monitoring, prime award monitoring and compliance, sub-award management, procurement, logistics, and IT. The **Director** will establish and maintain sound financial management practices and ensure the organisation's compliance with legal, contractual, and organisation's internal procedures, rules and regulations. The position will be based in New Delhi and will report to the CEO.

### **5. Roles and Responsibilities:**

- Provide leadership to finance, operations, and administration aspects of the organisation, including general administrative processes, financial management, sub-award management, accounting, logistics, and IT.
- Establish and maintain sound and transparent accounting and fiscal control procedures for financial, sub-award and operations aspects of project
- Ensure compliance of financial and operations systems with PnP policies and procedures, rules and regulation stated in various contracts with external parties, award requirements, and GOI and State laws
- Develop, analyze, and monitor program budgets; monitor and track obligations and expenditures against budgets
- Manage project procurement processes
- Advise senior leadership regularly on financial and operations-related matters
- Provide technical assistance, as needed, to local partners on financial compliance and reporting
- Prepare and submit annual and quarterly financial and accrual reports to PnP Management Committee
- Actively manage work of PnP Management Committee
- Contribute to the development of high-quality work plans, quarterly and annual reports, financial reports, and any other reports required by PnP
- Liaise with internal and external auditors in the review of organisation's financial management
- Supervise other project-based administrative, finance, procurement, administrative, and contract and grants staff
- Build and maintain active relationship with high value clients, donors, networks, and individuals
- Manage teams across locations and team members, and ensure a 'one organisation' approach
- Ensure the team's efforts are coordinated and conducted in accordance to plans.

- Ability to develop high quality business proposals is a big plus.

## **6. Must Haves Qualifications and Attributes:**

- Minimum of a Master's degree in a relevant discipline is required.
- Minimum of 7 years in director-level role leading and managing complex development programs and multi-disciplinary teams in South Asia.
- Not less than 10 years' project experience working in one or more technical disciplines: agricultural value chain development, water supply and sanitation, natural resources management, public policy, public-private investment, climate change adaptation, or other relevant technical areas
- Proven track record managing multi-disciplinary development programs and teams, engaging effectively with stakeholders, fostering collaborative learning and adaptive management, and understanding and addressing the needs of the most vulnerable.
- Strong interpersonal, writing, and oral presentation skills in English, Hindi, and a regional language in India.
- Demonstrated experience in supporting and working with technical staff to ensure resources are used efficiently and to accurately account and report for income and expenditures
- Exceptional skills in automated project monitoring systems and use of Excel spreadsheets
- Knowledge in generally-accepted accounting, budgeting, and fiscal control principles
- Experience building system driven organisational processes and work culture
- Demonstrated ability to create and maintain effective working relations with INGOs, bilateral and multilateral donors, Government agencies, companies, and opinion makers.
- Ability to work independently and manage a high-volume work flow

Note: The roles and responsibilities outlined above are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed. Interested candidates can send in their CVs along with three references, expected salary, and a cover note to [info@pnpindia.org.in](mailto:info@pnpindia.org.in) PLEASE NOTE: Only shortlisted candidates will be contacted