



CENTRE FOR EARLY CHILDHOOD EDUCATION AND DEVELOPMENT (CECED)

F. No. AUD/CECED/ 14-2C/ 2019-20/1
23-04-2019

The Centre for Early Childhood Education and Development (CECED), Ambedkar University Delhi is envisaged as an institution that brings together research, policy and practice in the area of Early Childhood Education and Development (ECED) within a coherent and holistic conceptual frame. CECED's vision is to promote systemic understanding of developmentally and contextually appropriate and inclusive ECED with a focus on early learning. The Centre's mission is to contribute to the national goals of social justice and equity by advocating and promoting every child's right to a solid foundation for life through ECED. The Centre aims towards evidence-based quality promotion in ECED through research, capacity building and advocacy.

CECED requires dedicated finance & accounts professional to join the team.

TERMS OF REFERENCE FOR CONSULTANT (FINANCE & ACCOUNTS) (Code - F&A 01)

Vacancy: One position (Initially for two months with the possibility of further extension).

Qualification & Eligibility criteria:

- Master's degree in accounting or finance with at least 3 years of experience (experience of the government sector would be preferred) or Bachelor's degree in accounting or finance with 4-5 years of relevant experience.
- Should have good writing skills related to financial documents, notes, letters etc.,
- Should have experience of handling multiple project finances, accounting and reporting to donor agency.
- Knowledge and experience of the Tally, MS Excel, PowerPoint and computer proficiency is must.

Job Description

- Prepare the budget, financial files, proposals, records and other related financial reports.
- Implement financial policies and procedures and ensure that the other various compliances are met with.
- Verify bills, invoices and SOEs submitted by Team.
- Establish and maintain cash controls and monitor cash reserves, cash in hand and investments.
- Prepare income statements & balance sheets and other monthly or quarterly financial reports and records, including Account Analysis and handling of Statutory / Internal audits
- Help maintain the computerized and as well as book accounting system and assist with the annual audit both internal and external.
- Handle the day to day accounting and taxation work.
- Induct and Orient new team members about various financial procedures and policies laid down in organizational policy. Also orient team regarding any changes in Govt. policies and organizational Financial Policy affecting them.

- Review financial quotations and take a final call on the financial tenders and bids as per norms and procedures.
- Administer salary bill/payroll, calculate employee salaries, deductions and Increments, respond to inquiries related to employee salaries, settlement of advances and reimbursements and follow up with AUD Finance.
- Handle multiple projects; their budgets and financial activities.
- Monitor timely and effective utilization of project budgets and preparation and submission of utilization certificates and other financial documents as required by donor agency.
- Prepare bills for advances and reimbursements.
- Review projects budgets & MOUs to understand different financial procedures of each Donor Agency and preparation of Matrix of Fund utilization of each funding agency.
- Assist SPM (Senior Programme Manager) & PM (Programme Manager) in keeping a track of the funds utilization of each project.

Emolument: The monthly consolidated payment will be Rs. 40,000 – 45,000/- based on the experience and qualification.

Terms and Conditions:

1. The prescribed qualifications and experience shall be the minimum, and the mere fact that a candidate possesses the same shall not entitle him/her to be called for the interview. The University shall have the right to restrict the number of candidates to be called for the interview to a reasonable level on the basis of better or higher qualifications and experience than the minimum prescribed, and on the basis of other relevant factors.

2. The Centre (CECED) of the University (AUD) shall have the right to:

- a) Request candidates to present seminars; participate in interaction sessions and/or any other such activities as a part of the selection process;
- b) Consider in absentia the candidature of those who may not have applied;
- c) Consider in absentia or through use of communication technologies those who may have applied but are not able to appear for the interview;
- d) Relax any of the qualifications/experience at its discretion;
- e) Draw reserve panel(s) against the possible vacancies in the near future;
- f) Offer the post at a level lower than the advertised depending upon the qualifications, experience and performance of the candidate.

3. Send your CV in the prescribed format through email as PDF or word attachment to cced.recruitment@gmail.com latest by 6th May 2019 (23:59 hours) with subject line 'Name of the respective position along with post code number'. **No hard copy of the application will be accepted.**

4. Applications without the application in a prescribed format, CV or without mentioning the post applied for will not be accepted.

5. Only shortlisted candidates will be called for interview and **no** TA/DA will be provided for attending the interview. No inquiry during the period will be entertained.

6. Only selected candidate will be informed about his/her selection after interview.

7. Please note that all the appointment would be purely on temporary/contractual basis for the specified period of time and based on the projects duration. Appointment under this advertisement does not give you a right for any regular position in CECED or AUD. The organization holds the right for Extension or Termination of the candidates' appointment.