

Applications invited for Junior Executive, Finance, at the Centre for Development Practice (CDP), Ambedkar University Delhi (AUD)

The Centre for Development Practice invites applications for the position of Junior Executive, Finance.

Job Responsibilities:

- (i) Maintaining Accounts
- (ii) Reporting to Grantees
- (iii) Coordinating with Finance Division, AUD
- (iv) Monthly Financial Reporting of all Research Projects of CDP
- (v) Handle all other finance related matters of the Centre
- (vi) Assist Administration in running the Projects and the MPhil programme in Development Practice or any other educational programme the Centre takes up
- (vii) Collaborate with PRADAN, PIA/PRIA, Sahapedia, Sahabhagi, Basudha etc. and other organizations CDP works with
- (viii) Collaborate with partner Institutions and NGOs

Capabilities:

- (i) Excellent knowledge about MS Excel
- (ii) Excellent knowledge of Tally and latest accounting software is essential
- (iii) Coordinate and collaborate with the Finance Division of AUD
- (iv) Ability to work in a team and with CDP colleagues

Eligibility: Minimum qualification B. Com (Hons) with demonstrable knowledge in accounting software and financial reporting.

Work Experience: Minimum three years of work experience in the field of Accounts including Taxation, preferably in an educational institution.

Salary: Rs. 30,000 consolidated.

Job duration: 1 year from the date of joining (extendable).

Interested candidates should send in their CV with a statement of purpose (within 500 words) by **20 September 2018 to cdp@aud.ac.in**. Shortlisted candidates will be called for interview to AUD, Delhi. No TA/ DA will be provided.

