Coordinator, Finance

Background

The YP Foundation (TYPF) is a youth-run and -led organization that supports and enables young people to create programmes and influence policies in the areas of gender, sexuality, health, and education.

I. Sexual and Reproductive Health and Rights
II. Life Skills Education
III. Feminist Leadership
IV. Mental Health
V. Masculinities

In the last 17 years, TYPF has worked directly with over 7,000 young people to develop their perspectives and critical thinking on issues of social justice and human rights, and set up over 300 projects in India, reaching out to 450,000 adolescents and young people between 3-28 years of age across 18 states. Our direct on-ground work is in the states of Bihar, Uttar Pradesh, Rajasthan, Kerala, and Assam, as well as in NCR.

Position:

We are looking for an experienced candidate for the post of Finance Coordinator in the organisation. This is a full time position based out of Delhi.

Key Responsibilities

Financial Management

- Implement the financial system to meet statutory compliances, budgeting and accounting needs.
- Check and complete all compliances related to projects
- Checking of Accounting Entries, supporting Vouchers and documents.

Due Diligence & Grant Accounting

- Coordinating with the Finance Head for ensuring donor compliances with external audits and financial monitoring of the project.
- Supporting & finalizing ongoing due diligence for donors.
- Checking documentation of sub grant and other documentation.

Statutory Compliances

- Coordinate with external auditors during audits and ensure financial audit preparation of the project.
- Finalize checking of TDS of the project before submission to internal auditors on a quarterly basis.
- Overseeing and coordinating all relevant regulatory statutory compliances of the project such as Gratuity, Provident Fund, TDS deposits etc. as and when required.
Management Support

- Prepare and send monthly financial report of the project to the management.

What We’re Looking For

- Minimum Qualification: Commerce Graduate (B. Com) with more than 1 year of experience in relevant field
- Good Communication & Computer (MS Office) Skills.
- Between 23 and 27 years old
- Women and other gender minority candidates strongly preferred.

How to Apply

Send your updated CV to mohan@theypfoundation.org, jobs@theypfoundation.org