



Associate: Finance & Admin

Chennai

The Organization

The Urban Works Institute (UWI) is a not-for-profit organization registered under the Charitable Trusts Act in India. As ITDP India's network partner in India, UWI provides in-depth technical support to public agencies to implement sustainable transport initiatives and develop progressive state and national level policies and standards to scale-up the sustainable transport paradigm. UWI also engages extensively with other stakeholders to promote sustainable and equitable transport ideas.

The Institute for Transportation and Development Policy (ITDP) works with cities worldwide to promote transport solutions that reduce traffic congestion, air pollution, and greenhouse emissions while improving urban livability and economic opportunity. ITDP is a not-for-profit organisation with its headquarters in New York City and field offices in South Africa, Tanzania, Uganda, Kenya, China, Indonesia, Brazil, Mexico, and the United States.

More information about ITDP India Programme can be found at www.itdp.in.

About the Position

We are seeking an F&A Associate to join our team in Chennai. The Finance & Admin Associate is responsible for assisting the Manager, Operations, as required to ensure efficient financial and office operations. This person will work closely with and report to the ITDP India Operations Manager.

Key Responsibilities:

Specific responsibilities will include, but not be limited to, the following:

Finance

- Ensure timely payments to staff and vendors after reviewing the authenticity of the documents as per the organizational policies
- Data entry in Tally/Intacct and processing of the India monthly accounts, performing required monthly reconciliations, and compiling monthly submissions to the HQ.
- Update and maintain the accounts files
- Maintain the statutory compliance files
- Prepare monthly cash flow
- Calculate, maintain and submit TDS as per the local income tax laws

- Maintain the field office petty cash
- Prepare and submit GST returns
- Liaise with the auditors for statutory compliance

Administration

- Manage the staff leaves
- Manage and update the office inventory
- Manage the staff personnel files (soft & hard copy)
- Support in the procurement of goods and services
- Manage the travel bookings (airfare, accommodation etc)
- Maintain collaborative working relationships with all vendors.
- Any other duties assigned by the project

Key Qualifications

- Bachelor's degree in Accounting
- Strong working knowledge of Tally And/ OR Online Accounting Software
- Good spoken and written English & Tamil
- Knowledge of Income Tax and GST rules
- Knowledge of MS Office suite

Experience

- At least 5 years of relevant experience in the development sector in finance and administration

Others:

- Local Chennai based candidates preferred.