



## Associate: Finance & Admin

### **The Organisation**

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, India, China, Indonesia, Brazil, Mexico, and the United States.

More information can be found at [www.itdp.in](http://www.itdp.in).

### **About the Position**

We are seeking an Associate - Finance & Admin to join our operations department. The duties shall include bookkeeping, administrative work, organizing events, and vendor coordination. She/he will ensure proper record maintenance and office management, aligning with organization policy.

This position will be based in Chennai and the candidate shall report to the Operations Manager.

### **Duration**

The position is for an initial term of three years but may be extended thereafter.

### **Scope of work**

#### **Finance:**

- Review the payment vouchers submitted to finance like travel-related, communication, admin, HR-related, etc. and record the vouchers in the accounting software.
- Support in Payroll processing and reconciliation of HR costs charged on the grant in coordination with the Operations Manager
- Filling of Bank statement in a designated file
- Filling periodic TDS/PF/ESI challans and returns in designated files
- Maintaining all audit reports/agreements/SOP in their designated files
- Assist in the drafting of financial statements for audit purposes
- Providing various types of schedules to the auditor
- Assist in FAR & Physical Verification of Asset
- Assist in Income Tax Scrutiny, other compliances in relation to MCA-ROC, FCRA, other regulation

**Administration:**

- To develop and maintain a database of vendors and negotiate with them to procure goods
- Negotiate improvements in supplier performance
- To develop a proper system and procedure for procurement of items/ goods as required by the project including capital
- To ensure all travel and logistics of the project staff
- Organize events, meetings, and training related to the project
- Day-to-day admin activities related to the project
- Other responsibilities may be assigned from time to time by the supervisor

**Required experience and qualifications:**

- Graduate in Commerce with a minimum of 3-5 years of experience in Finance and Admin.
- Hands-on knowledge of software like –MS Office, Tally, ERP9, etc.
- Minimum 3 years of post-qualification experience in Core finance in a sizable Organisation (Preferably in the Development Sector)
- Ability to understand finance processes
- Excellent verbal and written communication, interpersonal skill
- Working knowledge of accounting software
- Ability and willingness to travel extensively based on the job's need

**How to apply**

- Interested applicants can send a mail to [karthikeyan.s@itdp.org](mailto:karthikeyan.s@itdp.org) with the subject line “Associate – Finance & Admin” along with the following documents in a pdf format:
  - Covering letter with reference.
  - An updated CV
- This position will remain open until filled. Applications without the above details will not be considered.

**Our Commitment to Diversity, Equity, and Inclusion**

We encourage everyone—regardless of their gender, caste, and background—to apply for this role.

We believe that each one at ITDP India has the responsibility—as senior leadership, managers, staff, and institutional partners—to create a welcoming working environment for people of diverse cultures and backgrounds to learn together. All of us are responsible for fostering a safe and inclusive workplace where questions, concerns, and information about diversity, equity, and inclusion are part of our ongoing dialogue and development.