



## **Position: Senior Manager - Operations**

No. of vacancies: 01

Location: Delhi, Chennai or Pune

Duration: Full-time

## About 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 headquartered in New York City transforming cities in China, Brazil, India, Indonesia, East Africa, Mexico, and the United States.

Since 2021, ITDP is represented in India by ITDP Pvt. Ltd. (ITDP India) and has worked with governments, multilateral agencies, and civil society to make visible, on-the-ground improvements by providing technical expertise, policy solutions, research publications, and training programmes to create sustainable communities through high-quality public transport, including e-mobility, safe spaces for walking & cycling, traffic reduction mechanisms, and people-centered policies

More information about ITDP's work in India can be found at [www.itdp.in](http://www.itdp.in)

## About the position

We are looking for a candidate who can manage and support ITDP India's operations and will oversee financial management, financial reporting, human resources, and office management. Manages the financial side of things to make sure our business runs smooth and follows all the rules. You will be responsible for managing all financial functions to ensure the efficiency of the organisation's processes and full compliance of financial activities, financial recording, reporting systems, budgeting, and audits.

You will work closely with the finance and administrative staff based at ITDP's HQ in New York, ITDP India Managing Director, and the Development Manager. Your role will also require you to work effectively with the project teams, clients, partners, consultants, and contractors.

The position requires your commitment of 40 hours per week and will report to the ITDP India Managing Director. The position is remote, and you will not be required to relocate. But we have offices in Chennai and Pune, and team members in Delhi and Mumbai, should you wish to come to work with the team!

## What you will work on

### *Financial Management*

- Ensure the organisation's accounts are current, including the required documentation and filing.
- Monitor the organisation's cash flow requirements, notify the Director of potential challenges, and execute solutions.
- Review and approve monthly timesheets and expenses, and manage payroll processing with the accountant.
- Authorise and supervise payments to suppliers, consultants, partners, contractors and other vendors etc.
- Review all transactions in Intacct on a weekly basis.
- Generate and review financial reports: balance sheets, income and expenditure statements, reports of losses and gains, income statements, and bank reconciliations.
- Ensure annual audits are conducted in a timely manner with external auditors.

### *Budget Planning & Management*

- Develop annual budget and prepare budget reports to monitor utilisation at a regular frequency.
- Support the Development team in preparing project budgets and monitoring utilisation at a regular frequency or as per project requirements in coordination with ITDP's Finance Director.
- Ensure all requirements specified by clients are met; serve as the point of contact for existing and potential clients with regard to budgets, consulting receipts, payments, and financial reports.

### *Compliance*

- Ensure all statutory-related payments and filings are completed on time, including tax deductions, tax filing, TDS, income tax filing, GST payments, EPF payment.
- Ensure the organisation operates in accordance with local laws and best practices.

### *Administrations*

- Manage and lead the office administrative team.
- Negotiate, establish, and manage relationships with external providers such as banks, payroll providers, accountants, lawyers/advocates, consultants, insurance providers and facilities suppliers.
- Oversee recruitment, including creating new employee contracts and updating those as required.
- Administer human resource policies and maintain personnel files.
- Prepare contracts for consultants and vendors and maintain records of these.
- Oversee the administration of compensation and benefits.

## What we are looking for

- Bachelor's degree in accounting, finance or related field. Master's degree preferred.
- At least 10 years work experience in a related field.
- Excellent understanding of budgeting, reporting, returns filing etc;
- Good knowledge of laws applicable to the sector, including EPF, GST.
- Good familiarity with accounting protocols, HR laws, and other legal provisions in India
- Proficiency in using Intacct
- Proficiency with Microsoft Office, and Microsoft 365
- Good written, oral and interpersonal skills
- Good problem-solving skills
- Ability and willingness to travel based on the job's need.

## How to apply

Interested applicants can apply to [jobs.india@itdp.org](mailto:jobs.india@itdp.org), cc: [roopesh.kumar@itdp.org](mailto:roopesh.kumar@itdp.org), using 'Senior**Manager Operations**' in the subject line, with the following documents in a PDF format (maximum 5 MB):

- CV (including two professional references)
- Cover letter (In 200-250 words, explain how your qualifications and previous experience equip you for this position)

**Deadline:** 20th February 2024

The position will remain open until filled. Only shortlisted candidates will be contacted.

**P.S:** *If you don't meet all the criteria listed above, but believe that you have a passion for the work or any other strengths that make you a good fit for the position, please do apply! Make sure to highlight any other points about yourself in your cover letter so we can discuss them further during the interview if you are shortlisted.*

## Remuneration

The pay scale for this position shall be Rs 18,00,000 to 24,00,000 per annum. Salary shall be commensurate with experience and skills.

## Other benefits and employment policies

1. **Health Insurance:** We cover health insurance for you and your loved ones for up to INR 10 lakh.
2. **Capacity Development Allowance:** We offer an annual monetary and time allowance for every team member to build their capacity and skills.
3. **Telephone & Internet Allowance:** We provide INR 1,200 every month for our team members.
4. **Leave policy:** We offer 6 days each of casual leave and sick leave, and 15 days of vacation time annually, along with public holidays.
5. **Provident Fund & Gratuity:** All our full-time employees are eligible for applicable EPF and Gratuity benefits.

## Our Commitment to Diversity, Equity, and Inclusion

We encourage everyone—regardless of their religion, caste, gender, sexuality, 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 a part of our ongoing dialogue and development.