



**Programme on Women's Economic, Social and Cultural Rights (PWESCR)  
Job Description – Accounts and Finance Officer, New Delhi, India**

**Organization Description:**

PWESCR (The Programme on Women's Economic, Social and Cultural Rights) is an international human rights organization based in the global South committed to promoting women's human rights, especially in the context of economic, social and cultural rights by engendering policy, law and practice at local, national, regional and international levels.

PWESCR is organized around three broad goals:

- To build leadership and capacity in the field of human rights and economic justice to promote women's ESCR;
- To foster collaborations to enhance learning, knowledge and skills.
- To develop shared strategies to advocate problem-solving alternatives in the context of gender.

**Position Description (Location: South Asia, India, New Delhi) Full Time**

AO will be responsible for overall to day to day running of PWESCR's accounts and Finance systems. AO will work closely with the Office Manager and Charter Accountant to develop a robust accounting and financing system for the organization. Will develop, implement and maintain proper accounting systems. The Accounts and Finance Officer is integral to the smooth operation of PWESCR's office.

**Responsibilities:**

- Maintaining the accounts of PWESCR
- In charge of the overall management of all aspects of accounts and finance for PWESCR.
- Assisting in preparing budgets for new project proposals.
- In consultations with Office Manager and Executive Director, preparing budget projections, cash flow on a monthly basis.
- Reviewing and scrutinizing project related expenditures and financial documents submitted by staff.
- Ensure full compliance with FCRA regulations including tax, returns etc.
- Maintaining and updating accounts and arranging for monthly and 6 monthly audits as needed
- MIS – monthly, project wise, cash status and variance of budget with actual and explanation of variances. Will work with our auditors to get monthly audits and 6 monthly balance sheets prepared.
- Responsible for timely disbursement of Salary/payments and admin expenses including bill payments in consultation with the Office Manager.
- Legal compliance – To ensure that TDS quarterly returns, IT returns and FCRA returns are submitted in time.

- Will carry accounts functions in line with PWESCR office policies including programme advance, travel reimbursements, etc.
- Other duties as assigned

**Qualifications:**

*Required:*

- Demonstrated 2 – 3 years of experience working with NGOs in handling accounts and finances.
- Advance College degree in Accountancy.
- Familiarity with FCRA procedures.
- Advance computer skill with knowledge of Tally.
- Good organizational and strong oral and written communication skills (in English).
- Experience working with international donors.
- Must be able to travel if required.

*Preferred:*

- 3-5 years work experience in NGO sector accounting.
- Commitment to social justice issues.
- Experience in grant management and donor relations.
- Experience in financial planning, investments

**Remuneration:**

Remuneration depending on experience.

**To Apply:**

Interested applicants should submit the following:

- Résumé
- Cover letter
- Two letters of reference

These documents are to be submitted to:

**PWESCR**, Job search  
D 14 Kalkaji, 1st Floor  
New Delhi 110019  
pwescr@pwescr.org

The position will remain open until a suitable person is selected. However, the first round of short listing and interviews will be conducted for all those who send their applications before **January 10 2013**. PWESCR is an equal opportunity employer and encourages women from marginalized communities to apply.