

FINANCE ASSISTANT (CHENNAI)

Dialectics Services Private Limited (www.dialectics.in) carries out research, planning, assessment, monitoring, evaluation, systems development, dissemination and other related direct and support services in the field of socioeconomic development, business management, community development and social justice, sustainably. Dialectics believes in affirmative action and encourages women, LGBTQi candidates and those belonging to SC/ ST and minority communities to apply.

Vacancy details

Finance Assistant

Reporting to: Senior Programme Manager

Location: Chennai

Deadline: March 10, 2022

Main functions

Finance assistant will assist in the execution of all project/tasks/engagements of the unit within Dialectics

Main duties and responsibilities

- Accounting and book keeping of all ongoing projects
- Provide assistance in managing consultancy contracts, TDS, payments to external consultants etc
- Day to day accounting, maintenance of vouchers, cash book, liaison with banks, tour advance, travel bills settlement, security of bills and payments, invoices, transfer of fund to other offices etc
- Provide assistance in ticket booking, taxi hiring, purchases, quotations, coordination with various vendors including getting advertisements for the publications and events
- Provide assistance in coordinating and organising all logistic arrangements for implementing projects, undertaking assignments and workshops
- Undertake any other tasks and responsibilities that is assigned by the respective line manager

Required qualifications, skills and experience

- Under graduate in accounting with minimum two years of direct experience in working with development sector organisations
- Experience in working with issues of social development through NGOs, government development programmes
- Proficiency in spoken and written English and at least one other language (preferably Tamil)
- Good team player who is able to work independently on own initiative and organise time effectively and within a range of conflicting deadlines.
- A flawless record of financial integrity

How to apply

Email CV and a cover letter explaining 'Why I should be considered for the position' to admin@dialectics.in. The applicant is requested to clearly indicate the Position Title in the subject heading. Applications without the cover letter will not be considered. Only short-listed candidates will be contacted.

Date of Issue: March 1, 2022

Closing Date: March 10, 2022