

# ASIAN BRIDGE INDIA

## **Position: Finance and Admin Officer**

**Organization:** Asian Bridge India (ABI)

**Location:** Varanasi, Uttar Pradesh

**Employment Type:** Full-time

**Reports to:** President, Asian Bridge India

### **About Asian Bridge India**

Asian Bridge India (ABI), established in 2009, is a grassroots organization based in Varanasi working to uplift marginalized communities including children, youth, women, Dalits, De-Notified Tribes, and sexual minorities. ABI addresses issues of poverty, violence, and systemic discrimination by promoting gender equality, economic justice, and human rights through education, advocacy, and legal support.

### **Position Overview**

The Finance and Admin Officer will be responsible for managing all financial operations, administrative functions, and compliance requirements across multiple projects of Asian Bridge India. This position requires strong financial management skills, attention to detail, knowledge of FCRA and Income Tax Regulations, and commitment to transparency and accountability.

### **Key Responsibilities**

#### **Financial Management:**

- Maintain accurate financial records including bills, vouchers, supporting documents etc. for all projects
- Prepare and manage project budgets, monitor expenditures, and ensure adherence to approved budgets
- Perform all banking business
- Process payments, maintain cash books, bank reconciliation statements, and ledgers
- Ensure timely salary disbursement to consultants and staff members
- Manage FCRA compliance including maintaining separate FCRA books of accounts and proper utilization funds as per the approved budgets.
- Prepare periodic financial reports for donors as per the agreement.
- Coordinate with external auditors for statutory audits and provide required documentation
- Coordinate internal audits
- Monitor fund utilization rates and provide regular financial updates to management
- Maintain proper documentation for all financial transactions with supporting vouchers and receipts

#### **Administrative Functions:**

- Oversee general administration including office management, vendor coordination, and procurement
- Maintain organizational records, legal documents, registration certificates, and agreements
- Manage human resource administration including consultant agreements, attendance records, and leave management

## **Job Announcements**

- Coordinate travel arrangements, accommodation bookings, and logistics for project activities
- Ensure proper asset management and maintain inventory records
- Support organizational meetings, workshops, and events with logistical arrangements

### **Education & Experience :**

- Bachelor's or Master's degree in Commerce, Finance, Business Administration, Accounting, or related field
- Minimum 3-5 years of experience in finance and administration, preferably with NGOs or development sector organizations
- Experience in managing FCRA accounts and compliance is highly desirable
- Prior experience with donor-funded projects and grant management

### **Skills and Competencies:**

- Strong knowledge of accounting principles, financial management, and Indian tax laws
- Proficiency in accounting software (Tally, MS Excel)
- Excellent numerical accuracy and attention to detail
- Strong organizational and time management skills
- Ability to work independently and meet deadlines
- Good communication skills in Hindi and English
- Commitment to transparency, ethical practices, and organizational values

### **What We Offer**

- Competitive salary commensurate with experience
- Opportunity to contribute to social justice and rights of marginalized communities
- Professional development and capacity building opportunities
- Collaborative and mission-driven work environment

### **Application Process**

Interested candidates should submit the following documents to [asianbridgeindia@gmail.com](mailto:asianbridgeindia@gmail.com) with the subject line "**Application for Finance and Admin Officer**":

1. Updated CV/Resume
2. Cover letter explaining your motivation and relevant experience
3. Contact details of two professional references

**Application Deadline: 05-11-2025**

For queries, contact: **+91-7985061343**

**Asian Bridge India is an equal opportunity employer. We encourage applications from qualified candidates from marginalized communities including women, Dalits, Adivasis, De-Notified Tribes, persons with disabilities, and LGBTQIA+ individuals.**

### **Contact Information:**

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