

DESIGNATION	ASSISTANT MANAGER
TERM	3 Years
LOCATION	New Delhi
ABOUT IPE GLOBAL	<p>IPE Global Limited (IPE Global) is an international development consultancy group providing expert technical assistance in developing countries. The group partners with multilateral and bilateral agencies, governments, corporates and not-for-profit entities in anchoring development agenda for equitable development and sustainable growth. Headquartered in India with four international offices in United Kingdom, Kenya, Ethiopia and Bangladesh, the group offers a range of integrated, innovative and high quality consulting services across several sectors and practices. The organization has multi-disciplinary team of professionals, bringing together the right skills and technical expertise for enriching lives in poor and developing countries. Our experts work closely with program stakeholders and clients to co-design solutions for complex socioeconomic issues. We strive to create enabling environment for path breaking social and policy reforms that contribute to sustainable development. For more details, please visit www.ipeglobal.com</p>
PROJECT BRIEF	<p>IPE Global will be providing high quality Techno Managerial and monitoring support to CAIRN Foundation in operationalizing the FRUs, Trauma center and strengthen the service delivery at Nandghar (state of art Aanganwaadis) in Barmer District.</p> <p>To strengthen CAIRN Foundation’s CSR activities in first of its kind initiative has partnered with Government of Rajasthan and launched NAVKIRAN – which will support the government in activating and strengthening the First Referral Units (FRUs) in the district of Barmer, which will increase access to quality emergency and specialist services. Additionally the Foundation will support government to strengthen the trauma Centre at the District Hospitals which will improve access to timely critical care and result in reduction of mortality due to Road traffic Accidents. It is envisaged that through the above and new interventions will maximize the social impact and improve health outcomes for the community.</p>
JOB DESCRIPTION	<p>IPE Global is inviting applications for the position of Assistant Manager. The incumbent would be responsible for ensuring and managing program related finance processes including expenses, invoicing, advances and other accounting functions.</p> <p>Frequent travel to project site, Barmer in Rajasthan will be part of the overall responsibility</p> <p>Roles and Responsibility</p> <p>The following roles are envisaged for the position but not limited</p> <ul style="list-style-type: none"> • Generate monthly invoices to client in a timely manner • Receives and processes all invoices from the vendors • Assist program team in procurement process for vendors, supplies or any other program requirement • Ensures the accurate and appropriate recording / analysis of all financial transactions; • Maintains the filing and archiving of accounting/financial documents • Prepare accurate and timely financial reports on monthly basis • Coordinate with central Finance team for processing payrolls of program team • Support the preparation of financial management reports and year-end processes • Update expenses on ERP

QUALIFICATIONS	<ul style="list-style-type: none">• MBA/M.Com/B.Com with Minimum 4-6 years of experience in accounting related space with knowledge of ERP management
ESSENTIAL SKILL SET	<ul style="list-style-type: none">• Knowledge and understanding of accounting principles and standards• Good information and records management using both manual and automated systems• Working knowledge of accounting software

IPE Global is committed to using fair, objective and positive employment practices to promote equal opportunities and diversity in employment, ensuring that all employees including potential employees are treated fairly, consistently and with respect, before, during and after, their employment. We seek to create an environment that is representative of, and responsive to, different groups. Only shortlisted candidates will be contacted.