

Announcement for the post of Finance and Administration Manager at MVDA

Brief about MVDA

Mount Valley Development Association (MVDA) is a grassroots organization working with the mountain communities of Uttarakhand. The idea of MVDA was inspired by Sarvodaya Movement and its approach in Himalayas. In early 90s poor economic conditions and slow pace of development in Bhilangana Valley of Tehri Garhwal district compelled MVDA to work for the community. Initially the organization adopted a right based approach to work for community rights which led to mobilize communities and campaign against the flawed state development initiatives such as the Tehri Dam. Formally the organization came into picture in 1995 when it was registered under Society Registration Act, 1860.

A twenty two year long journey and still counting, MVDA has always pioneered to design and deliver services to the local community. We work under the broader framework of rural development. To work based on community needs; various projects combine a variety of social issues aimed at improving ground realities. Our work themes vary time to time based on the needs of community such as constant focus on education to rehabilitation after disaster.

Presently MVDA is working with nearly 9,000 families reaching over 48,000 individuals and formed nearly 950 Self Help Groups (SHGs) in difficult mountainous terrain of Tehri Garhwal, Uttarkashi, Rudrapur and Haridwar districts, Uttarakhand and plain areas of Saharanpur & Hathras, Uttar Pradesh. MVDA has also registered 03 Women federations. MVDA's operation covers more than 850 villages of 6 districts in Uttarakhand and Uttar Pradesh.

Name of the organization	Position Title	Reporting to	Location	Salary	Last date for applying
MVDA	Finance and Administration Manager	Secretary	Tehri Garhwal (Uttarakhand)	INR 4.56 Lakh to 4.8 Lakh per annum	30 th August, 2017
Job Summary	To supervise all aspects of financial, administration and human resources management and ensure that MVDA's policies and procedures are effectively implemented and complied with. Provide strategic support to MVDA Board and Secretary.				

<p>Ideal Candidate should be:</p>	<ul style="list-style-type: none"> • Postgraduate degree in Finance or Commerce. • A minimum of 5-7 years of work experience with a senior position in Finance Manager or Accountant for an NGO, especially budgets, MIS, Donor reporting preferably in Development sector. • Good knowledge of computer - Windows and Microsoft Office applications especially Ms Excel. Should have working knowledge of Tally Accounting Package • Confident, self-driven and a team player • Ability to read, write and speak in English & Hindi • Should be aware of the updated laws related to finances of social sector.
<p>Key responsibilities:</p>	<ul style="list-style-type: none"> • Oversee all finance and accounting functions including budgeting; asset management; cash flow management; payroll; management reporting; financial, variance and accounts analysis; in accordance with generally accepted accounting principles, financial policies and procedures of MVDA, and all other applicable laws, rules and guidelines. • To monitor delegated budgets and provide detailed budget vs actual variance analysis in accordance with delegated budget to Head Office. • To orient and ensure donor compliances with respect to financial reporting. • To provide induction on financial matters in accordance with financial management manual to new recruits in the head office and field office. • To monitor procedures in respect of checking and authorizing accounts for payment, as part of the finance team. • Review monthly bank reconciliation statements of all bank accounts and update the line manager on its timely compliance. • To coordinate the preparation of annual budgets and support MVDA technical staff in its preparation in accordance with MVDA and donors requirements. It includes the integration and preparation of the annual budget. • To supervise and support the team on the preparation of budgets, fund requests and follow up the settlements of funds transferred • Produce financial reports, direct investment activities, and develop strategies and plans for the long-term financial goals of their organization. • To prepare employment contracts, end of contracts; arrange insurance/medical check-up for all staff. • To manage the Admin / Finance team and make sure they complement each other assigning them task accordingly and adapting their duties when high/low volume of administrative work • Support in identification, designing and implementation of effective and efficient systems to support the smooth implementation of all aspects of the Project (including operations, financial management, monitoring, and reporting). • Support development of strategies and action plan for enhancing staff

	<p>capacity; identifying staff development requirements, locating appropriate training/development opportunities</p> <ul style="list-style-type: none"> • Facilitate regular coordination with implementing team across levels and other stakeholders to coordinate work-plan development, implementation activities, evaluations and studies.
Contact details	<p>Interested candidate can send his and her resume on contact@mvda.org.in and can go through our website www.mvda.org.in for more information about the organization.</p> <p>Contact person: Mr. Avtar Singh Negi (Secretary) Contact number: 08392955511, 9627271962</p>

MVDA is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, economic status, marital status, veteran status, sexual orientation, or any other legally protected status.

