



Finance Assistant

★ **Location:** New Delhi

Working Hours: 40 Hours per week (Full-Time)

Duration: 1 Year – Renewable depending upon requirement, funding situation and performance.

Expected Start Date: Immediate

About Crea

Crea is a charitable organization implementing its programs and projects with the objective of enhancing leadership capacities, strengthening movements and organizations, influencing policy and public attitudes, building knowledge and disseminating resources, collaborating with and contributing to other organizations and building leadership within the organization.

Life at Crea

- ✓ We like to think of ourselves as a fearless, interrogative, colourful, edgy, sexy flock of birds flying freely to explore, to imagine and to build freedoms together.
- ✓ If you are one who is ready to challenge the system when it is needed, you could be one of us.
- ✓ If you believe you wish to build a world where an individual must have the agency and right to make choices about sexuality, reproduction and human rights, then you will find the room to explore here.
- ✓ Constant learning and sharing of knowledge is an expectation that team members have from CREA, and CREA from team members.

Purpose of the Role

The Finance Assistant plays a crucial role in supporting the finance department by managing day-to-day financial transactions, including processing invoices, maintaining financial records, and assisting with budget preparation. This position ensures efficient financial operations, providing accurate and timely financial information to support decision-making and compliance within the organization. The incumbent will work closely with the Director Finance & Operations and the Finance Officer.

Responsibilities:

The main responsibilities of the Finance Assistant will include the following tasks:

- Perform accounting procedures to ensure effective operations of the office in accordance with CREA's standard practices.
- Updating and entering day-to-day transaction data through QuickBooks (accounting software)
- Assist in making payment of all expenses and keep track of any advances.
- Tracking of monthly expenses against budgets
- Responsible for payments to staff, consultants and vendors on monthly basis.
- Preparing the payment statements and arranging supporting documents with approval for processing payments.

- Prepare monthly Bank Reconciliation Statements of all bank accounts.
- Scanning and filing accounts documents for audit purposes
- Assist in preparing quarterly and annual TDS returns to the Income Tax department and issuing TDS certificates
- Administrative support for workshops/ meetings and reimbursement to participants against expenses.
- Support Finance Officer in updating office fixed assets records and fixed assets register
- Other than the above tasks, a Finance Assistant may be called upon to do other accounting work if the need arises.

Qualifications and Skills:

- A bachelor's degree in finance, accounting, or a related field.
- Strong mathematical skills are essential for handling financial data, calculations, and analysis accurately.
- Proven experience of at least 2 years in finance, preferably in NGO Sector.
- Knowledge of financial software such as Excel, QuickBooks, Tally, or other accounting software is required.
- Attention to detail is crucial to ensure accuracy in financial records and reports.
- Good communication skills, both written and verbal.
- Ability to collaborate effectively with other members of the finance team and colleagues from different departments.
- Efficiently manage time and prioritize tasks to meet deadlines.
- Willingness to learn and adapt to changes in procedures, technologies, or regulations within the finance field
- Ability to work with remotely located team members, flexibility in aligning to time zones.

Note: This job description is a general outline of the key responsibilities and qualifications required for the role of Finance Assistant. It may be subject to modifications and additional responsibilities based on the specific needs of the organization.

Guiding principles for this work:

Diversity: Being inclusive in work and approaches to ensure that the communities CREA works with are engaged, and that conversations, dialogues and priority setting is led by activists and movements.


Accessibility: Ensuring that information, communication, spaces, and language are accessible to all without creating barriers.

Inclusion: Practising feminist politics of deep inclusion.


💰 Remuneration: We are committed to providing a working environment with constant learning and equal opportunity for all. We co-create an inclusive environment where diversity is valued. The salary range for this position is: INR 16,500 - 35,000 per month depending on candidate's qualification and experience and the organization's internal pay parity.

🌍 Leaves/Holidays:

- ❖ 20 days' annual leave
- ❖ 12 holidays as per the CREA list of holidays
- ❖ 12 days of sick/casual leave
- ❖ One week of winter break at the end of the year

 **Eligibility:** Persons with disabilities who identify as women, gender non-conforming, non-binary and/or trans are strongly encouraged to apply. CREA promotes pluralism and equal opportunity and is committed to diversity in its staff and to the maintenance of an environment free of discriminatory employment practices. CREA's policy is to provide equal employment opportunities to all individuals. No individual shall be discriminated against because of actual or perceived age, caste, class, disability, marital status, religion, or sexual orientation.

CREA is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities in employment, within its programmes, communication and activities. We are committed to being flexible, supportive and accommodating in the way we work. If reasonable accommodations are needed to participate in the application or interview process, please contact: reasonable.accommodation@creaworld.org.

 **Deadline to Apply:** Interested candidates who meet the required educational and experience requirements should send their CV along with a cover letter, current and expected salary to jobs@creaworld.org by **19th May 2024**. Please include in the subject line the name of the position you are applying for. Only shortlisted candidates will be contacted for an interview.

Thank you for your interest in CREA!