

### Job Description For Ad Posting

Position Name	Consultant – Nirmanshree Project Accountant
Reports to	Finance Deputy Manager – EU Project
Location	Mumbai Office
Supervises	N/A
Contract period	Three (3) months

#### About Habitat:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit [www.habitatindia.org](http://www.habitatindia.org)

#### Job Overview:

Reporting to the Finance Deputy Manager – EU Project and technically supported by the AP Finance and GCDR, the Nirmanshree Project Accountant will work in close collaboration with finance, program, HR, and support teams to ensure proper financial documentation of the European Union (EU) Nirmanshree Project ('EU Project') in line with the EU regulations/guidelines and HFH Policies and Procedures. The EU Project commenced on 1 January 2020 and is ending on 31 December 2023. This role is critical in ensuring that the EU Project documentation is complete before the project ends.

#### Key Responsibilities:

The Nirmanshree Project Accountant will be dedicated to the EU Project, and will have the following duties and responsibilities:

##### Accounting and Financial Reporting

- Review the EU Project transactions from inception up to project completion and ensure that all supporting documentation (both hard copies and soft copies) are organized and filed to substantiate the accuracy and appropriateness of the EU Project expenses and in compliance with the EU requirements, HFH Policies and Procedures and local laws/regulations.
- Collaborate with EU project team members or other departments to obtain the necessary EU project supporting documentation.
- Provide support throughout external & other audits, including preparing relevant supporting evidence and records for annual project expenditure audit.
- Provide the necessary documents or requirement to the auditor to complete the audit on time, respond to all audit queries timely and implement audit recommendations.
- Co-address project's audit findings/issues in coordination with the respective project teams.

### Others

- Carry out any other duties as assigned by the supervisor, provided these duties contribute to achieving the development objectives of the EU Project

### KEY WORKING RELATIONSHIPS:

Position Reports to the Finance Deputy Manager – EU Project

### Internal and/or external contacts:

**Internal:** Work very closely with the entire EU project team, with other departments (Program/Operations, Human Resources and Finance) and colleagues from HFH Asia Pacific Office supporting the EU project (AP Program, AP Finance, GCDR)

**External:** External auditors

### KEY DELIVERABLES

- Complete and accurate supporting documents according to financial records (both hard copies and soft copies) for the EU Project from inception up to project completion are on file and in accordance with EU requirements, HFH Policies and Procedures and local laws/regulations.

### REQUIREMENTS:

- Bachelor's Degree in Commerce or equivalent in professional experience and qualifications, with minimum of 3 years relevant experience
- Knowledge of and experience handling funds from major donor agencies (ex. USAID, EU, DFID) is preferred.
- Proficiency in computer skills and Microsoft software tools like MS Word, Excel, PowerPoint, Sharepoint, etc.
- Excellent verbal and written communication skills
- Fluency in English, Hindi (written and speaking) and any other regional Indian languages
- Able to travel and stay in EU project sites, if needed

Interested candidates should submit their application to [recruitment@hfhindia.org](mailto:recruitment@hfhindia.org) with the subject line "APP: Nirmanshree Project Accountant (Consultant)\_Last Name, First Name".