

# WE'RE HIRING

Position: **Officer**

Division: **Assurances**

[Finance & Accounts]

Locations: **Bhopal, Lucknow,  
New Delhi, Raipur, Ranchi**

## Working at TRI

TRI ([www.trif.in](http://www.trif.in)) is a development design firm focused on impacting quality of life in India's poorest 100,000 villages. TRI's initiatives are focused on reducing multi-dimensional poverty in select states in east and central India. TRI engages closely with communities at the grassroot, government at multiple levels and market actors.

TRI deeply values diversity, drawing professionals from various backgrounds and disciplines fostering inclusive and enriching workplace culture. Work at TRI offers opportunities for professional development providing each colleague support to enhance their skills and career trajectories. TRI provides a platform to contribute meaningfully to societal change while aligning with one's career goals.

## Aspirant to staff position in TRI

An aspirant to the TRI-family, is a person passionate to change the status-quo with relevant skill sets to impact at scale. She understands and respects the diverse cultural context of India and displays sensitivity towards the socio-economic and culture realities of the communities TRI works with. She possesses required technical proficiency, skills and influencing abilities that are central to the role. Agility and adaptability in challenging conditions and a strong aptitude to work collaboratively in teams and with diverse stakeholders is required.



## Job Overview

As an **Officer - Assurances**, you are a key team member of the Central Support Unit (CSU). Your responsibilities, while indicative and not exhaustive, include:

- Implementing finance and accounting policies and procedures uniformly across the organization. Manage and maintain financial documentation, records, and databases; ensuring accuracy, confidentiality, and protection of financial data, including updating in the organization's accounting software.
- Review and process claims of employees, vendors, etc., ensuring compliance with internal policies and regulatory
- File vouchers in relation to processed claims, maintaining organized and accessible records.
- Manage petty cash and bank accounts, ensuring accurate tracking and reporting of cash flow.
- Review and settle receivables and payables periodically, ensuring accurate and timely reconciliation.
- Monitor and review expenditures booked in accounting software against allocated budgets, providing variance analysis.
- Document and file project-related documents, maintaining an organized and accessible repository.
- Oversee vendor management, including onboarding processes and periodic Know Your Customer (KYC) updates.

- Manage assets, overseeing procurement, verification, and tracking.
- Supervise inventory management, including procurement and tracking the inflow and outflow of inventory.
- Handle administrative tasks related to finance and accounts, including issuing contracts and managing travel and logistics.
- Provide support to field, state, and head office teams as required.
- Periodically prepare financial reports and analysis for management review.
- Carry out any other activities and responsibilities as required by the organization.

This role is crucial for ensuring the financial and administrative efficiency of our organization and critically supports our mission to transform rural communities.

## Qualification & Experience:

- Bachelor's degree in Business Administration/Commerce. Diploma/specialised certificate in Finance & Accounts from recognised professional institution will also be accepted.
- Minimum 3 years of relevant work experience. Experience of working in development/social sectors including government agencies with multiple offices will be preferred.
- Good communication skills, both verbal and writing skills is required
- Proficiency of managing software application and use of tools like Google workspace, MS Office, Excel, and PowerPoint is required

## How to apply?

We welcome you to join TRI's growing network of practitioners and experts. The Central Support Unit (CSU) plays a crucial role in supporting operations across multiple locations by providing essential services in Human Resources, Finance & Accounts and Strategy. CSU enables the organisation to efficiently manage its resources, talent and financial operations, thereby facilitating the organization's mission to deliver sustainable and effective programmes.

If you are a passionate F&A professional meeting our eligibility criteria and looking to make a meaningful impact, we would love to hear from you. TRI matches compensation competitively in the sector to draw best talent.

To apply, kindly visit [www.trif.in/careers](http://www.trif.in/careers)

The **deadline for submission of application is 19 June 2024**. Since selection decisions will be made on a rolling basis, interested candidates are encouraged to apply at the earliest. Only shortlisted candidates will be contacted and invited for next steps.

*We are an equal opportunity organization. We encourage people from marginalized backgrounds to apply, particularly women who have taken breaks for lifecycle changes. Job offer made will be subject to a self-disclosure, satisfactory clearance and satisfactory verification of qualifications and work history.*

Thank you for your valuable  
time and showing your interest  
in working with us!

