Position: Accounts & Finance Officer
Base Location: Karta Initiative India Foundation Office, Noida, Uttar Pradesh
KIIF's Office Address: B-33, Sector - 40, Noida – 201303, Uttar Pradesh, India
Employment Type: Full-time (Work from Noida Office)
Experience Required: 3-10 years

About Karta Initiative India Foundation (KIIF)
Karta Initiative India Foundation is committed to enabling talented young people from underserved backgrounds to access transformative higher education opportunities and build pathways to leadership. Through partnerships, mentorship and systemic engagement, KIIF aims to unlock potential and create equitable access to education and career pathways.

About the Role:
Karta Initiative India Foundation (KIIF) is seeking a committed, detail-oriented, dedicated and proactive **Accounts & Finance Officer** to strengthen the organization's financial management systems, statutory compliance framework, budgeting and financial planning processes.

This role will be pivotal to ensuring that daily financial operations are aligned with KIIF's strategic priorities. The position spans **finance**, **accounting**, **budgeting**, **statutory compliance**, **knowledge of Foreign Contribution (Regulation) Act (FCRA) requirements**, **its implementation & compliance**, and **financial systems development**. The selected candidate will support robust financial management, regulatory adherence and strong internal processes.

Key Responsibilities Areas:

1. Finance & Accounts Management

- Oversee organization-wide finance, accounting, budgeting, MIS & statutory compliance.
- Co-ordinate with external finance consultants, auditors, and agencies.
- Carry out the following:
    - Bookkeeping (Tally/approved ERP).
    - Process staff advances & reimbursements, vendor & scholar payments.
    - Ensure timely statutory payments (TDS, PF, PT, GST, etc.)
    - Verification and e-filing of financial documents.
    - Monitor expenditure and prepare donor financial reports.
    - Perform bank reconciliations.
    - Monitor donor-wise and organizational budgets.

2. Statutory Compliance & Audits

- Ensure compliance with applicable statutory and financial regulations.
- Ensure timely filing of statutory returns under the Income Tax Act and other applicable laws.
- Coordinate and support statutory, internal, and donor audits.

3. Legal & Regulatory Compliance

- Monitor and track compliance status.

- Ensure timely renewals of registrations, licenses, and statutory certifications.
- Prepare and submit reports required by government authorities and donors.

4. FCRA Compliance

- Support implementation and compliance under the Foreign Contribution (Regulation) Act (FCRA).
- Maintain FCRA records, reporting, documentation, and statutory compliance.

5. Grant Management

- Prepare donor budgets and financial projections.
- Track grant utilization against approved budgets.
- Prepare donor financial reports.
- Support grant amendments and budget re-allocations.
- Maintain complete grant documentation.

6. Fixed Asset Management

- Maintain the Fixed Asset Register.
- Record asset additions, transfers, disposals and depreciation.
- Ensure periodic asset verification and statutory compliance.

7. Additional Responsibilities

- Support organizational financial planning and budgeting.
- Undertake additional assignments as required by the supervisor or senior management, especially during audits, organizational reviews, or financial transitions.
- Contribute & collaborate across teams to strengthen financial systems & internal controls and ensure finance systems remain responsive to evolving organizational needs.

What We're Looking For:

Qualifications & Skills

- Bachelor's degree in Commerce, Finance, Accounting, or related discipline (Master's degree/CA Inter preferred).
- **3–10 years** of relevant experience, preferably in the NGO/non-profit sector.
- Strong knowledge of accounting principles and financial management.
- Working knowledge of **Tally/ERP** and **MS Excel**.
- Familiarity with statutory compliances including **TDS, GST, PF, PT, Income Tax** & **FCRA**.
- Strong analytical, quantitative and problem-solving skills.
- Excellent verbal and written communication skills.
- High level of integrity, accuracy and attention to detail.
- Collaborative and solution-oriented approach.
- Willingness to travel, if required.
- Based in Delhi/NCR or willing to relocate.
- Long-term commitment of **3–5 years** preferred.
- Ability to take ownership and work independently.
- Can go beyond the call of duty and put the cause before self.

Preferred Experience

- Experience managing donor-funded projects and grants.
- Experience with NGO financial reporting and donor compliance.
- Exposure to educational institutions, CSR projects, or development sector organizations.
- Experience working with government departments and statutory authorities.
- Ability to engage effectively with multiple stakeholders.

Compensation Offered:
Gross compensation budgeted for this position is attractive. The compensation offered to the selected candidate will be determined based on their qualifications, relevant quality experience and demonstrated competencies.
Medical Insurance Benefits:
Comprehensive medical insurance (Rs. 5 lakhs cover) for self, spouse and dependents (parents and children, if any), plus an **accident policy (Rs. 5 lakhs cover).**

Application Process:
If you are passionate about strengthening financial systems, ensuring transparency and accountability, maintaining strong compliance frameworks and contributing to the financial sustainability of an organization, we would love to hear from you.
Apply here: Please fill the following form: **https://forms.gle/ucLcVKoXyp2ZUeXP8**. Early applications are encouraged. We look forward to reviewing your applications and getting in touch with the most qualified candidates.

Deadline:
Apply immediately. Applications will be reviewed on a rolling basis.