

Advertisement for the Post of Assistant (Accounts)
Centre for Development Economics, Department of Economics, Delhi School of
Economics, University of Delhi

About CDE: Centre for Development Economics (CDE) is a non-profit organization that supports research in all areas of economics. It was set up with a grant from the Ministry of Finance, Government of India as a research adjunct of the Delhi School of Economics (Department of Economics).

Requirement: At CDE, we are seeking a dynamic and self-driven individual to join our team as an Assistant (Accounts). The ideal candidate will be a dynamic self-motivated person with a willingness to learn. This position offers scope for professional growth.

Key responsibilities:

- Maintain accurate and up-to-date financial records for the organisation, including accounts payable, accounts receivable, and general ledger entries.
- Reconcile bank statements and other financial accounts on a regular basis to maintain accuracy and identify discrepancies.
- Assist in the preparation and monitoring of project budgets, ensuring compliance with donor requirements and organisational guidelines.
- Support the team in managing grant funds, including tracking expenditures, preparing financial reports for donors, and ensuring adherence to grant guidelines.
- Collaborate with auditors during annual audits, providing documentation and support as needed to ensure compliance with regulatory requirements.
- Provide administrative assistance to the team, including filing, data entry, record keeping and other tasks as assigned.

Educational Qualifications

Essential:

- Good academic record with Bachelors of Commerce degree
- Proficiency in Microsoft Excel and accounting software (experience with Tally and similar programs preferred)
- Good knowledge of maintaining office accounts and financial record-keeping.

Desirable:

- Working experience of one or more than one year, particularly in a non-profit setting.
- Excellent organisational and time management skills, with the ability to prioritize tasks effectively
- Strong communication skills and ability to work collaboratively in a team environment

The above-mentioned position will be filled on a purely temporary basis. The appointee shall have no claim with CDE/DU for regularisation of the contractual service. The appointment shall initially be for one year, extendable based on performance and requirement of the CDE office.

Remuneration is competitive based on qualifications and experience. Please apply with a CV and names and contact information of two references to recruitment.cde@econdse.org

The position is available immediately. Applications will be accepted till **June 17, 2024**. Only shortlisted candidates will be contacted and invited for a face to face interaction.