



PROGRAM ASSISTANT FINANCE (G5)

We are currently recruiting for the role of Program Assistant - Finance

TITLE: Program Assistant - Finance

GRADE: G5

DURATION: Two (2) Years, Renewable Contract

DUTY STATION: Gurgaon, India.

The International Solar Alliance (ISA) is an international/inter-governmental organisation, co-founded by France and India. The ISA is a 116-member-country organisation, headquartered in Gurgaon, National Capital Region of India. At ISA, we are inspired by the thought of easing solar deployment globally. We are transforming the energy sector from a fossil-based to a zero-carbon solar energy source. We are establishing a dedicated platform of cooperation among solar-rich countries where the global community, including bilateral and multilateral organizations, corporates, industry, and other stakeholders, can positively contribute to the solar energy transition. We are helping our Member Countries meet their energy needs in a safe, convenient, affordable, equitable, and sustainable manner.

Role Summary

International Solar Alliance is seeking a skilled individual to join the Finance Team. Responsible for reporting to Head, Internal Finance. He will be responsible for Reporting and organising Internal Finance on a day today basis while assuring recording of transactions in SAP. Incumbent will also be responsible for reporting to Head of Finance all the required reporting as required by the management through Head of Finance.

CRITICAL ASPECTS OF THE ROLE WILL INCLUDE (BUT NOT LIMITED TO)

- Work closely with the ISA to maintain the accounts on a day-to-day basis.
- Coordinate with the Outsourced CA firm for the Internal Finance requirement of the organisation.
- Assist in the implementation of financial policies and procedures.
- Collaborate with other departments to ensure that financial reports are accurate and up to date.
- Strong approach towards entries made in SAP & Tally along with daily review.
- Quarterly GST return review and filing along with Reconciliation.
- Monthly salary and Vendor payment review in line with the established checklist.

- Asset and attractive item monitoring and reporting.
- Bank coordination and monitoring along with daily bank reconciliation.
- Tracking of procurement process and related documentation on monthly basis.
- Management of all the vendor invoices and travel claim.
- Vendor Advance Management
- Purchase of foreign currency, tracking of foreign currency and reporting of the same.
- Disbursement and settlement of travel advances managing forex for the staff and participants.
- Management reporting as per day-to-day requirements.
- Data management and quick problem-solving approach.
- Strong understanding of accounts and data entry skills for expense reporting.
- Any other work assigned by Head of Finance

QUALIFICATION(S)

- MBA Finance (or Commerce Graduate with at least 5 years' experience).
- 3+ years of experience in financial reporting and analysis
- Strong knowledge of accounting principles and financial reporting standards
- Excellent analytical and problem-solving skills
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team.
- Proficiency in accounting software and Microsoft Office

LANGUAGE AND IT SKILLS

- The role demands good writing and verbal communication skills. As English is the official and working language of the Organization, excellent command of both written and spoken English is required.
- Good skills in Outlook, MS Office products and relevant accounting/ERP/Software.

ISA COMPETENCIES

PROFESSIONALISM

Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with complex problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all work areas.

COMMUNICATION

Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

PLANNING AND ORGANIZING

Ability to plan and organize assignments. Identifies priority activities and projects; adjusts priorities as required. Allocates appropriate amount of time and resources for completing

work. Uses time efficiently. Demonstrates a high degree of autonomy in the discharge of assignments.

TEAMWORK

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts by final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

LEADERSHIP

Proven ability to lead teams of diverse staff; train and develop staff; successfully counsel and conduct performance management; provide vision and direction to a group; and lead the team to undertake innovative work.

Your Place of Work (if successful with the recruitment process)

This role will be based out of the Secretariat of the ISA, Gurgaon, Haryana State, or at the ISA's facility in Delhi, India, or any other facility deemed necessary by the ISA.

Your pay and benefits

The ISA offers a competitive remuneration package (salary and benefits) based on the UN Common System; the ISA aims to become an employer of choice. Consequently, ISA offers competitive salaries and benefits.

At ISA, we value a diverse, inclusive workforce and provide an equal employment opportunity for all our employees and applicants. We will consider all qualified applicants without regard to an individual's race, colour, gender/gender expression/orientation, and religion.

The ISA seeks to obtain and retain a staff reflecting its geographical representation and diversity and primarily prefers and recruits staff from its member countries. The ISA maintains a retirement age of 65 years.

Applications close: 04 July 2024 at 12 midnight IST

Please apply by email: careers.isa@talenttribeconsulting.com Your application should include a cover letter of no more than 2 pages and your CV. Further information on the recruitment process, the guidelines, etc., can be found under the weblink:

<https://isolaralliance.org/careersatisa/>

* <https://info.undp.org/gssu/onlinetools/SalCalcLocal/SalCalcLocal.aspx>