

Engagement Type	Consultant -Finance
Number of positions	01
Geographical location	Kolkata/Ranchi/Guwahati, India
About the British Asian Trust	
<p>The British Asian Trust is a diaspora-led international development organisation, delivering high quality programmes in South Asia. Since our formation, we have impacted the lives of over 13 million people across South Asia with high-impact interventions to address the subcontinent's critical unmet needs in areas of livelihoods, mental health, education, child protection and conservation.</p>	
Objective of the Assignment	
<p>The Consultant will support the financial oversight of British Asian Trust's Child Opportunity Fund (COF), a multi-year programme addressing child abuse, exploitation, and violence across five states in India. The Consultant will play a key role in tracking financial compliance, strengthening partner financial systems, and compiling financial reports for the organisation's internal and donor-facing needs.</p> <p>Scope of Work & Deliverables:</p> <p>The Consultant will be responsible for the following tasks:</p> <ul style="list-style-type: none"> • Partner Financial Oversight: <ul style="list-style-type: none"> a. Review and track financial submissions from British Asian Trust's Partner organisations (NGOs) across three states. b. Ensure timely submission and accuracy of monthly/quarterly financial reports by partner NGOs. c. Monitor partner expenditures against quarterly financial plans and escalate concerns as needed. • Capacity Building: <ul style="list-style-type: none"> a. Work alongside the various team members to support the finance staff of partner organisations in improving budgeting, record-keeping, and financial reporting. • Monitoring and Reporting: <ul style="list-style-type: none"> a. Conduct quarterly field visits to partner locations for financial reviews and due diligence. b. Compile consolidated financial reports (monthly and quarterly), including analysis of partner and Project Management Unit (PMU) expenses. c. Maintain accurate records of fund disbursements to partner organisations and support fund request preparation. • Compliance Support: 	

<ul style="list-style-type: none"> a. Collaborate with the Finance & Operations Function to ensure FCRA compliance by all partners. b. Ensure adherence to British Asian Trust financial protocols, including preparation of operating budgets and processing of staff travel claims.
<ul style="list-style-type: none"> • Administrative Support: <ul style="list-style-type: none"> a. Provide logistical and administrative support to the Project Management Unit (PMU). b. Assist in the review of expense claims and other financial documentation submitted by BAT staff. <p>This scope of work is indicative and subject to change based on evolving programme needs.</p>

Knowledge and Experience

<p>E = essential criteria for the role D = desirable criteria for the role</p> <ul style="list-style-type: none"> • A Bachelor's or Master's degree in commerce, Accountancy, BBA, or MBA • A minimum of 8 to 10 years of experience in managing finance within a development organisation. • Experience working with Indian NGOs. • Knowledge of current finance-related laws and regulations. • Experience in managing the Budgets independently. • Experience in managing effective relationships with Partner Organisations. • Strong interpersonal communication skills. • Ability to prepare and consolidate Financial Reports for both donors and senior management within the organisation. • Patience and a commitment to advancing agendas at various levels. • Capacity to oversee large budgets. • Experience of managing funds and its utilisation • Proven capability to train and engage with grassroots personnel effectively. • Practical experience in developing operational plans, financial projections, and cash-flow management is preferred. • Experience in areas such as Child Rights and Protection, Livelihoods, and Micro-financing is desirable. • Experience in Accounting and Financial Management. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
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