

Position and vacancies	Finance Manager- 1 vacancy
Location	New Delhi,
Reporting to	Deputy Lead, FFRC
Apply to	The eligible candidates interested in the position are requested to share their detailed CV, and strengths to fortification@fssai.gov.in
About FFRC	The Food Fortification Resource Centre (FFRC) is a resource and support centre to promote large-scale fortification of food across India. It is a resource hub which provides end to end technical support like information and inputs on standards and food safety, technology and processes, premix and equipment procurement and manufacture, quality assurance and quality control for fortification of foods to States/UTs/Stakeholders/Industry. FFRC's approach is to motivate, nudge and facilitate the food industry to adopt Food Fortification as a norm and assist the States in the on-ground implementation of the fortification project. For more details, please visit https://ffrc.fssai.gov.in/
Job Description	<p>Position Summary</p> <p>FFRC is looking for self-motivated team member with good analytical and teamwork skills. The candidate should be well organized and should have the ability to finish the work before the deadline. He/She should be very good with numbers and should be well versed with problem-solving skill.</p> <p>The finance manager should have the ability to work under pressure and short deadlines as required.</p> <p>Excellent knowledge of MS Office tools, Tax & TDS, Tally and GFR 2017 will be asset.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage all accounting and financial transactions for FFRC. • Provide day-to-day financial, administrative, and logistical support to staff, as required • Tally Data entry including purchase, receipts, payments, bank reconciliation statement etc. • Receiving and processing all invoices, expenses forms and requests for payments. • Responsible for timely disbursement (cash and bank) of grants and admin expenses in and maintain cash and bank book, as per procedure • Prepare budget forecast and handle monthly, quarterly and annual closings. • Prepare monthly and quarterly management reporting • Compute Tax and prepare tax returns, knowledge of TDS, Service Tax, Profession tax, PF etc. • Manage balance sheets. • Comply with financial policies and regulations • Maintain all relevant documents and files for the finance department and support annual audit. • Accuracy and timeliness of production of documents. • Proficient in MS Office applications is must and experience in using Tally.

	<ul style="list-style-type: none"> • Initiative to take on responsibility and work with minimal supervision. • Coordinate, keep and maintain records for procurement, stock/book-keeping and inventory of items in FFRC. • Perform any other task as directed by FFRC.
Skill & Competence	<p><u>Skill & Competence</u></p> <ul style="list-style-type: none"> ▪ Graduation in commerce from any recognized university. ▪ At least 3 years of experience of basic accounting and financial skills. ▪ Knowledge of all the statutory compliances related to society and include knowledge of GST. ▪ Independent handling of correspondence. ▪ Desired knowledge of Ms Office, Tally and GFR 2017.
Contract Type and Period	Contractual period for 1 year – renewable based on project requirements.
Compensation	Compensation package will be commensurate with qualification & experience and last salary drawn (if any)
<p>FFRC is committed to using fair, objective and positive employment practices to promote equal opportunities and diversity in employment, ensuring that all employees including potential employees are treated fairly, consistently and with respect, before, during and after, their employment. We seek to create an environment that is representative of, and responsive to, different groups.</p>	