



JOB DESCRIPTION

TITLE: FINANCE & LOGISTIC CONTROLLER

Job Definition

Reporting to the Board of LFID, the candidate will be based on the premises of the LFID with the overall responsibility of assisting the Board in the management of the LFID.

Under the supervision of the Board of LFID, the candidate will be responsible for:

Responsibilities

Finance and Administration

- Contributing to the budget process in relation to other services and requests for budget revisions.
- Ensuring compliance and updating the local HR policy corpus (appraisal, organisation chart, job description).
- Performing second-level payroll control.
- Preparing documents and agenda for the weekly Board meetings.
- Preparing for the annual Board meeting with all the stakeholders.
- Drafting and updating relevant procedures associated with administrative division tasks.
- Drafting all official emails and letters.

Logistics

- In coordination with the Board, identifying and planning annual remediation and spot-check maintenance works.
- Keeping the Board informed by summarising information and reporting on a regular basis.
- Maintaining LFID efficiency by planning and implementing strong office systems, particularly in procurement.
- Sourcing and supervising quality contractors for the acquisition of goods, equipment, and works.
- Planning and implementing tenders for major service contracts on a regular basis.
- Maintaining all supply chain files for internal/external audit purposes.
- On behalf of the Board, supervising contracts/contractors (follow-up of contractual arrangements, goods & services, validation of goods & services procured).



Profile

- Graduate from a top business school, engineering school, or university with a specialisation in finance (corporate finance), with proven skills in financial analysis and management control.
- First experience in an SME, allowing you to engage in financial analysis, management control, and administrative processes. A first experience abroad is highly valued.
- Strong motivation for educational issues.
- Experience: 2-3 years.
- Very good level of French and English.
- Flexibility in working hours is required.

Additional Information

- Hours: 40 hours/week.
- Work Location: LFID, 2 APJ Kalam Road, New Delhi 110011.
- Documents to provide: CV, letter of motivation, letters of recommendation.
- Application deadline: Applications will be reviewed on an ongoing basis. Please send your application to comitegestion@lfidelhi.org and mention the position in the subject line.
- Recruitment is on a 1-year renewable contract.
- Probation period: 3 months.