

## Accountant Terms of Reference

Position Overview	
Title	Accountant
Section	Finance, Compliance and Administration
Reporting to	Director of Finance and Operations (DFO)
Supervised by	Finance Manager (FM)
Location	Delhi (India)
Status	Full-time

### Overview of the Organisation

Women's Fund Asia (WFA) is a regional women's fund, committed to supporting women, girls, trans, and intersex people-led interventions, to enhance and strengthen their access to human rights. WFA provides sustainable and flexible funding and resources to support the leadership of women, girls, trans, and intersex activists and groups who work at local, national, and regional levels for human rights.

The Fund started in 2004 as the South Asia Women's Fund (SAWF), operating in Bangladesh, India, Nepal, Pakistan, and Sri Lanka. In 2016 the organisation undertook an intense process of review and consultations, and it was relaunched as Women's Fund Asia on 8 March 2018. As WFA, the organization expanded its mandate across Asia, increasing its outreach from five to 18 countries.<sup>1</sup>

The present team works out of five cities in South Asia and two cities in Southeast Asia to implement the Asia-wide programme, with a diverse pool of consultants and experts rostered across the larger region. WFA's headquarters is in Colombo, while the Executive Director works out of the Liaison Office in Lucknow, and a satellite office is located in New Delhi. Other team members work out of their home locations.

### Overview of Position

WFA seeks to recruit an Accountant to support the finance and compliance role in carrying out grant making and related work of WFA. The position requires a candidate with strong skills in financial accounting and management, coordination, communication, analysis, IT literacy, and writing. The nature of the portfolio is predominantly desk work, with intermittent travel requirements during meetings and workshops, nationally, and regionally.

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<sup>1</sup> South Asia: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Sri Lanka, and Pakistan  
Southeast Asia: Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Timor-Leste, and Vietnam  
East Asia: Mongolia



## Major Responsibilities

The incumbent will provide all support necessary to finance team to ensure that the organization runs in a manner to achieve its stated goals and objectives.

### I. Finance and Account Functions

- a. Maintain complete and accurate accounts of the organization ensuring legal compliance and high standards of transparency, accountability, financial ethics and integrity with a greater focus on India based Liaison office.
- b. Report and provide information to the DFO to ensure that Senior management Team is well informed and updated to maintain full compliance with all regulatory requirements including taxes, and financial standards and practices applicable across the multiple registrations of WFA, with a greater focus on India based Liaison office.
- c. Supervise the accounting and book-keeping function of the organization, and supporting the financial management processes under the supervision of the FM.
- d. Update information systems in place for provision of management information.
- e. Assist the DFO and FM by providing accurate and timely information on all financial transactions with donors, grantees, team members, authorities, suppliers and other stakeholders.
- f. Maintain regular checks that contractual obligations are met and performed as per law of the land.
- g. Assist in the grant-making activities of the organization, in disbursements to grantee partners, filing and maintaining relevant documents, and follow up matters.
- h. Carry out due diligence and monitoring of financial utilisation of grantee partners and report exceptions and engage in capacity building of partners in finance and compliance matters.
- i. Maintain financial records of each programme via management reports, and ensure timely and accurate financial statements are prepared in accordance with contract agreements with funders.
- j. Maintain and safeguard financial records ensuring backup processes.
- k. Supporting all audits- both internal and external as required by the internal operational procedures of the organisation and in due compliance with the applicable laws and accounting standards in Sri Lanka, India and Australia for the multiple registrations under WFA.



- l. Support in preparing budgets and fiscal reports and maintaining records of the same.
- m. Support and input on the development of strategies, risk analysis and mitigation work.
- n. Support and input on investment work and in planning for best returns.
- o. Handling finance data in information systems such as Sales Force.

## **II. Payroll, HR and Administrative Functions**

- a. Undertake all payroll functions to ensure that staff are paid in a timely and accurate manner ensuring compliance requirements in the multiple registrations, with a greater focus on India based Liaison office.
- b. Process and oversee the submission of statutory remittances on time. with a greater focus on India based Liaison office.
- c. Support in office maintenance and other administrative processes with a greater focus on India based Liaison office.

## **III. Reporting:**

- a. Prepare the monthly accounts for submission to the DFO and ensuring that the accounting system is up to date.
- b. Support the FM to Submit quarterly financial reports to the DFO and Sub Committee on Finance including variance analysis, to enable reporting and providing management information to the ED, Finance Committee, and the Board.
- c. Assist in preparing donor reports based on budgets and contractual terms.
- d. Assist in preparing the annual accounts and budgets.

## **Qualifications**

- a. Sound education background with minimum qualification in finance degree or CA/ACCA/CIMA.
- b. Similar working experience 5 years at least.
- c. Excellent computer and internet skills- Microsoft office packages, formatting and presentation skills required. Experience with QuickBooks software is an advantage
- d. Good written and spoken communication skills in, and command over English language is a requirement. Additional language skills in any of the Asian languages would be given preference

## **Terms and Conditions**

- a. Once selected, a renewable contract syncing with WFA's fiscal year (April - March) will be issued.



- b. The remuneration will be commensurate with work experience and skills. The taxes will apply as per laws of the land where WFA has registered office either Sri Lanka or India.
- c. There will be a six-month probation period, during which the contract can be concluded through a notice of 7 working days on either side. The incumbent will be internally evaluated before being confirmed. After confirmation the contract can be ended by a notice of 22 working days or salary of 22 working days in lieu of notice.
- d. Once confirmed, there will be an annual performance evaluation every March, a month before a new contract is issued in April. The entitlement to leaves and medical benefits will also apply as per the HR Manual.
- e. There is no obligation on the part of WFA to offer a new contract upon the conclusion of the present contract as WFA's human resource requirement is contingent on access to, availability, adequacy, the purpose of and timing of donor funds.
- f. The organization has a zero tolerance to sexual harassment at the workplace; as well as any form of discrimination on any grounds including but not limited to sex, gender, sexual orientation, class, caste, race, and/or disability; the practice of which could result in immediate termination with no compensation, reference, or experience certificates.
- g. The impact of sound judgment, decision-making, and management/leadership in this job function is of utmost importance to the organisation and its overall ongoing success.