

Job Description for Coordinator- Finance

Position: Coordinator – Finance

Location: Kolkata – West Bengal

Report To – Chief Finance Officer

Job description: The Coordinator – Finance will support Udyogini's finance function by ensuring accurate vouching and accounting of transactions, payment verification and processing, statutory compliance, project-wise financial monitoring, budget control, reconciliations, documentation, and verification in VOLAC.

The personnel will work closely with Finance, Program, Procurement, HR and Administration teams to ensure that expenditures are properly supported, approved, correctly allocated to projects/donors and compliant with organizational policies, donor requirements and applicable statutory provisions.

Key Responsibilities:

1. Vouching & Invoice Verification

- Scrutinize invoices, bills, employee claims, advances, settlements and other financial documents.
- Verify invoices with PO/WO, agreements, quotations, approvals and other supporting documents, wherever applicable.
- Check vendor details, GSTIN, PAN, invoice particulars, calculations and applicable taxes.
- Verify the nature of expenditure, accounting ledger, project, donor, activity and budget-head allocation before booking/payment.
- Identify duplicate, unsupported, incorrectly classified or non-compliant expenditure.
- Ensure complete documentation before recommending transactions for further processing.

2. Payment Processing & Approvals

- Prepare and process payments after completion of financial and documentary verification.
- Ensure availability of appropriate approval as per Udyogini's Delegation of Authority/approval matrix.
- Verify payment details, bank information, applicable deductions and outstanding advances before processing.
- Maintain payment trackers and follow up on pending approvals.
- Ensure payments are processed accurately and within agreed timelines.

- Escalate exceptions or deviations before processing payments.

3. Project & Donor-Based Financial Analysis

- Review expenditure project-wise, donor-wise, activity-wise and budget-head-wise.
- Monitor expenditure against approved project budgets.
- Prepare and support Budget vs Actual (BvA) analysis.
- Identify over-utilization, under-utilization, incorrect allocation and unbudgeted expenditure.
- Monitor project advances, settlements and outstanding balances.
- Support preparation of donor financial reports, Utilization Certificates (UCs), project statements and other financial reports.
- Support project closure and reconciliation of project balances.
- Provide financial information and analysis to Program and Finance teams for decision-making.
- Support organizational budgeting, financial reporting and other finance-related assignments.

4. Statutory & Regulatory Compliance

- Verify applicability and correctness of TDS, GST, PF, ESI, Professional Tax and other applicable statutory requirements.
- Support timely preparation, payment, reconciliation and filing of statutory compliances.
- Maintain challans, returns, workings and supporting records.
- Track statutory compliance deadlines.
- Assist in TDS/GST reconciliations and resolution of discrepancies.
- Support compliance requirements applicable to NGO/project operations, including FCRA-related financial documentation and controls, wherever applicable.

5. VOLAC Verification

- Verify transactions and supporting documentation in VOLAC.
- Ensure that transactions uploaded/entered in VOLAC are supported by appropriate invoices, approvals and documents.
- Check project, donor, activity, budget line and other relevant coding.
- Verify consistency between VOLAC, accounting records and supporting documents.
- Highlight discrepancies and coordinate with concerned teams for correction.
- Ensure proper financial documentation and audit trail for verified transactions.

6. Accounting & Reconciliations

- Support day-to-day accounting and voucher posting.
- Ensure correct ledger and cost-centre/project classification.

- Perform bank reconciliations and follow up on unreconciled transactions.
- Reconcile vendor, employee, project and advance ledgers.
- Monitor ageing of advances and other outstanding balances.
- Support monthly, quarterly and annual financial closure.
- Assist in preparation of schedules and reconciliations required for financial statements.

7. Audit & Documentation

- Maintain complete and systematic financial records and supporting documentation.
- Ensure vouchers are audit-ready and traceable.
- Provide supporting documents and reconciliations for statutory audit, internal audit, donor audit and project reviews.
- Respond to audit queries under the guidance of the reporting authority.
- Track audit observations and support their timely closure.

8. Internal Financial Controls

- Ensure adherence to Udyogini's finance, procurement and payment policies.
- Maintain confidentiality and integrity of financial information.
- Check compliance with approval hierarchy and financial controls.
- Identify control gaps, documentation deficiencies and unusual transactions.
- Escalate suspected duplicate payments, incorrect claims, policy deviations or financial irregularities to the reporting authority.
- Support improvement and digitization of finance processes and controls.

9. Coordination & MIS

- Coordinate with Program, Procurement, HR, Administration and other teams for financial documentation and clarifications.
- Follow up for pending bills, approvals, advances and settlements.
- Prepare periodic financial MIS and project-wise reports.
- Provide payment, expenditure and budget-utilization information as required by management.

Qualifications:

- M. Com or equivalent qualification.
- Preferably 5-7 years of experience in finance or accounting roles, preferably in the NGO sector.
- Basic understanding of accounting concepts such as vouchers, invoices, ledgers, cash book, bank book, debits, credits, and expense classification.
- Basic working knowledge of MS Excel, MS Word, email, and digital file management.
- Ability to work independently and collaboratively within a team



- Willingness to work in a centralized finance support role from Kolkata.

Compensation: INR 6,00,000– INR 7,20,000 per annum

How to Apply: Please share your updated CV to hr@udyogini.org along with a cover letter by September 30, 2026. Shortlisted candidates will be contacted for an interview.

Do not forget to mention the name of the position in the subject line along with the location in your mail.