

Job Title	:	Senior Executive - Finance
About MSSRF		<p>The M. S. Swaminathan Research Foundation (MSSRF) was established in 1988 as a not-for-profit trust. MSSRF was envisioned and founded by Professor M. S. Swaminathan. The Foundation aims to accelerate use of modern science for agricultural and rural development for development and dissemination of technology to improve lives and livelihoods of tribal and rural communities. MSSRF follows a pro-poor, pro-women and pro-nature approach and applies appropriate science and technology options to address practical problems faced by rural populations in agriculture, food and nutrition.</p> <p>The Foundation works in the areas of Natural Resource Management, Biodiversity, Biotechnology, Food, Nutrition and Livelihood Security and Skill and Capacity Development using modern Information and Communication Technologies. MSSRF is present in six states of India. Please visit our website for more information. http://www.mssrf.org</p>
Essential Qualification		The candidate with M.com/ MBA finance
Experience desirable		6-9 years of experience preferably worked in an NGO/ Foundation is required.
Job Description		<p>Invoice and Expense Management: - Oversee the booking of all invoices and expenses accurately and timely in the financial system.</p> <p>Advance Tracking: - Follow up on pending invoices related to staff and vendor advances to ensure timely clearance.</p> <p>Staff Advance Management: - Open, manage, and track staff advances, ensuring compliance with organizational policies and procedures.</p> <p>General Ledger and Budget Line Booking: - Ensure proper booking of expenses to the appropriate General Ledger (GL) and budget lines to maintain accuracy in financial records.</p> <p>Monitoring and Reporting: Flag and report on pending advances for both vendors and staff to management for further action.</p> <p>Utilization Monitoring: Track and report on unutilized spending in projects to identify areas for cost recovery or realignment.</p> <p>Financial Planning and Analysis: - Assist in comprehensive financial planning, budgeting, forecasting, and variance analysis to support decision-making.</p> <p>Compliance Assurance: Ensure that all financial practices comply with relevant regulations, accounting standards, and internal policies.</p> <p>Supplier Performance Management: Monitor supplier performance and address any issues or discrepancies in invoicing.</p>

	<p>Risk Management: Identify potential financial risks related to invoice processing and advance management and develop strategies to mitigate these risks.</p> <p>Continuous Improvement Initiatives: Analyze financial processes related to invoicing and expenses to identify opportunities for improvements and efficiencies.</p> <p>Team Training and Development: Facilitate training sessions for team members to enhance skills in invoice management, expense reporting, and adherence to financial regulations.</p>
No. of Positions	-
Location:	CABC, Wayanad, Kerala
Mode of Application	<p>The walk-in is organized at our CAbC Regional Centre in the mentioned address and timings.</p> <p>M S Swaminathan Research Foundation, Community Agrobiodiversity Centre, Puthoorvayal P.O, Wayanad PIN: 673577, PH: 04936 204477 6th February 2025 between 9.30 am – 2.00 pm (In person Interview meetings)</p>