

**Human and Institutional Development Forum
(HIDF), Bangalore**

***is looking for* : Finance and Administration Executive**

Founded in Bangalore in March 2000, HID Forum is a voluntary organisation that aims to develop and institutionalize new ways of thinking, working and reflection about Human and Institutional Development (HID) towards social change. HIDF's mandate is to support individuals, groups and organisations to enhance and develop their competencies, enabling them to carry on social change and development processes more effectively. HIDF partners with a wide range of organisations and professionals committed to social development.

We are seeking a Finance and Administration Executive to join us. The position offers an opportunity to take initiative, a great learning environment and opportunity to grow. Proficiency in English and Kannada is a must. (Preferably women are encouraged to apply).

Primary Role

- Accounting and Financial Management
- Office Administration and Management

Essential activities

1. Support in Organisational Governance which includes support in governing board meetings, overseeing legal compliances and required documentation.
2. Financial Management of HID Forum which includes budgeting support to programme staff, accounting, financial monitoring, support in auditing and yearly reports.
3. Support in information Management through reports, websites, brochures, publications & newsletters and their distribution
4. Office Management & Administration
5. Overseeing Travel coordination and Management

Required education and experience

A minimum of B.Com with a 5 years of experience in finance management and office management related position. Preference will be give to women who have experience in not-for-profit sector.

Salary and Terms :

Salary will be commensurate with experience and will be in line with remuneration offered by Indian NGO's. The appointment is contractual.

Location: Location of HIDF is Bengaluru.

Interested persons may send the resumes to the Administrator, HID Forum, on or before 30th April 2018 to :

opportunities@hidforum.org

HIDF website: www.hidforum.org