

**NATIONAL LAW UNIVERSITY DELHI
PROJECT 39A**

August 13, 2022

CALL FOR APPLICATIONS: FINANCE AND ADMINISTRATIVE ASSISTANT

Position: The National Law University, Delhi ('University') is seeking to engage one person in the position of '**Finance and Administrative Assistant**' for the Pune office of the 'Fair Trial Fellowship Programme' supported by a grant from the Azim Premji Foundation.

The primary responsibilities for the above position will involve supporting the Programme team in fulfilling their duties and ensuring smooth administration of the Pune office. The period of engagement will be for one year and any extension will be subject to the needs of the Programme and availability of funds.

About the programme: The Fair Trial Fellowship ('the Fellowship') is an opportunity for young lawyers and social workers to work for providing quality legal representation to undertrial prisoners. The Fellowship will train and mentor a group of young professionals to work in collaboration with the State Legal Services Authority towards ensuring fair trial for undertrial prisoners at both pre-trial and trial stages. The Fellowship is rolled out for work in Nagpur and Pune Central prisons. The twin goals of the programme are to reduce the undertrial population in prisons in Pune and Nagpur and to work with the legal aid system in Maharashtra. To this end, there is a research as well as a litigation component to the programme. The programme has its offices in Pune and Nagpur.

No of Vacancies: One position in Pune

Responsibilities:

This is a full time paid position based in Pune. The selected candidate will be expected to reside within the municipal limits of the city of their selection. The responsibilities of the Finance and Admin Assistant will include amongst other:

1. Overall administration of the office and its affairs.
2. Supervision of housekeeping and office support staff.
3. Purchase of office related supplies like- stationery, housekeeping and pantry purchases etc. and liaising with local vendors.
4. Management of staff attendance and leave records.
5. Payment and settlement of monthly bills and expenses (like electricity bill, water bill, telephone and internet etc.) and maintaining payment records.
6. Maintain documents database and filing system, office documents, and assist in filing, photocopying and digitizing documents and ensure smooth office operations.
7. Handle and manage office petty cash and maintain its register. Handling bank related work (if required) for the programme.
8. Prepare and maintain monthly office expense reports.

9. Settlement of monthly advance for office expense, local travel and other reimbursements of staff according to programme/donor/university guidelines. Follow up with travel of office staff, cab and visa agents.
10. Update of google calendars for Meetings, Travel and Leaves.
11. Regular coordination with Finance and Administrative Coordinator (at Delhi) and Programme Director (Fair Trial Fellowship) and other University officials.
12. Any other work that may be necessary as part of the programme's activities.

Qualifications:

1. Graduation in commerce, business administration.
2. Postgraduate Qualifications in Commerce/Accounts/Finance or Business Administration would be desirable.
3. 1-3 years of relevant work experience in finance and admin.
4. Proficiency in written and spoken English, Hindi and Marathi is compulsory.
5. Familiarity with software like Microsoft Word, Excel, Drop box, Google Calendar, Google Docs etc.
6. Ability to work in a team and fulfil accounting requirements in the public sector.

The above qualifications may be relaxed in exceptional circumstances

Compensation: Remuneration fee will be commensurate with qualifications and experience, and will be within the range of Rs. 25,000 - Rs.30,000 per month.

Application Process: Interested persons must attach their resume and a statement of purpose, explaining their role and interest in working on this programme. The statement of purpose must not exceed 500 words. Shortlisted candidates will be called for the selection process which may be held in Pune. Applications and documents will be accepted only through the form here <https://www.project39a.com/finance-and-administrative-assistant-aug-2022>

Deadline: Applications must reach us by midnight of **August 27, 2022**, after which the applications will not be accepted.

Note:

1. National Law University, Delhi is an equal opportunity employer.
2. Project 39-A ensures access to legal representation for prisoners regardless of the offence.
3. National Law University, Delhi reserves the right to conduct interviews and not fill these positions or vary the number of positions vacant for this call.
4. National Law University, Delhi is unable to cover the costs of attending interviews.
5. This is not an advertisement for regular government employment.
6. Only shortlisted candidates will be contacted via email. If you do not hear from us within two (3) weeks after the deadline, please assume that your application has not succeeded. Unfortunately, we cannot reply to individual queries about the status of applications.
7. National Law University, Delhi reserves the right to conduct additional rounds of interviews or written tests.
8. This position shall be paid under the grant received under Azim Premji Philanthropic Initiatives.
9. For any query, please contact at 011- 28032533 or via e-mail at p39a@nludelhi.ac.in.