ICLEI - Local Governments for Sustainability, South Asia

Position: Finance Intern (NGO Sector)
Stipend: INR10,000/- per month
Location: New Delhi (In Person)
Duration: 6 Months
Joining: Immediate

About the role:
ICLEI South Asia is seeking a Finance Intern to support its Finance Department and gain hands-on experience in accounting, financial management, compliance, and grant management within the development sector.

Responsibilities:
During the internship, you will receive practical exposure and guidance in:

- Checking and verification of vendor bills, staff claims, and supporting documents
- Filing and maintenance of vouchers as per ICLEI finance filing structure
- Vendor reconciliation and bank reconciliation processes
- Accounting voucher entries in Tally Prime
- Grant reporting and donor-wise financial documentation
- Understanding multiple donor guidelines and utilization reporting formats
- Government guidelines related to FCRA and Non-FCRA compliances
- Basics of statutory compliances applicable to NGOs
- TDS deduction procedures on consultant payments, vendor payments, and professional services as per Income Tax provisions
- Documentation requirements for audits and compliance reviews

Learning Opportunity:

The Intern will gain exposure to:

- NGO accounting and financial management practices
- Donor-funded project accounting and reporting
- Statutory and regulatory compliance requirements
- Financial documentation and audit process
- Tally Prime and finance operations in a professional non-profit environment.

Qualification and Requirements:

- B. Com/ M. Com / MBA (Finance), or equivalent qualifications
- Basic understanding of accounting principles
- Familiarity with MS Excel; knowledge of Tally is preferred
- Strong attention to detail and willingness to learn

Submission Details:

- Interested candidates are requested to apply through this Google form: https://forms.gle/fQ2qynueuBBPLT2R6
- Note: Only shortlisted candidates will be contacted

Contact Information:

- ICLEI-Local Governments for Sustainability, South Asia C-3, Lower Ground Floor Green Park Extension New Delhi - 110016 India
- Website: http://southasia.iclei.org/