

GRANTS OFFICER

JOB DESCRIPTION | FINANCE

JOB TITLE	Grants Officer	DEPARTMENT	Finance
REPORTING TO	Manager – Finance & Administration	CONTRACT	One Year
LOCATION	Delhi-NCR	EXPERIENCE	Minimum 5 years in Grant Management

JOB OVERVIEW

This is an exciting opportunity for a dynamic professional to play a pivotal role in an organization working to bridge the employment gap through skill development. The role will streamline and oversee financial grant management.

ROLES & RESPONSIBILITIES

- Serve as the primary contact for financial grant management and coordinate with internal stakeholders on existing and new grant relationships.
- Monitor grant budgets, expenditure and corresponding targets monthly to ensure funder commitments are met efficiently and on time. Collaborate with Operations, Data Management, and Strategy & Partnerships teams.
- Provide monthly budget-monitoring updates to leadership and key team members.
- Support project funding proposals by assisting with grant budgets and preparing due-diligence documents and funder-specific financial requirements.
- Analyze and monitor project fund and cash balances, keeping teams informed of status and potential issues.
- Coordinate with the Strategy & Partnerships team on funder compliance, including legal and regulatory requirements and audited utilization certificates or reports.
- Maintain a repository of funder agreements, periodic financial reports, and responses to special funder requests.
- Document issues requiring timely attention or further discussion and escalate them to leadership and relevant stakeholders as needed.

LOCATION & REPORTING

The position is based in Delhi-NCR and reports to the Manager – Finance & Administration. Regular communication with India leadership and the global team is expected through phone, Teams/Skype/Zoom, email and other communication channels.

DESIRABLE PROFILE

- MBA or postgraduate degree in Commerce (M.Com) from a reputed university or institute.
- At least 5 years of experience in grant management.
- Strong skills in grant administration and financial MIS reporting.
- Ability to work effectively with diverse, cross-functional teams in India and globally.
- Growth mindset, self-reflective approach, openness to frequent feedback, and willingness to learn.
- Willingness and ability to travel as required.

READY TO APPLY?

Please share your resume at

contact@pmspl.net.in