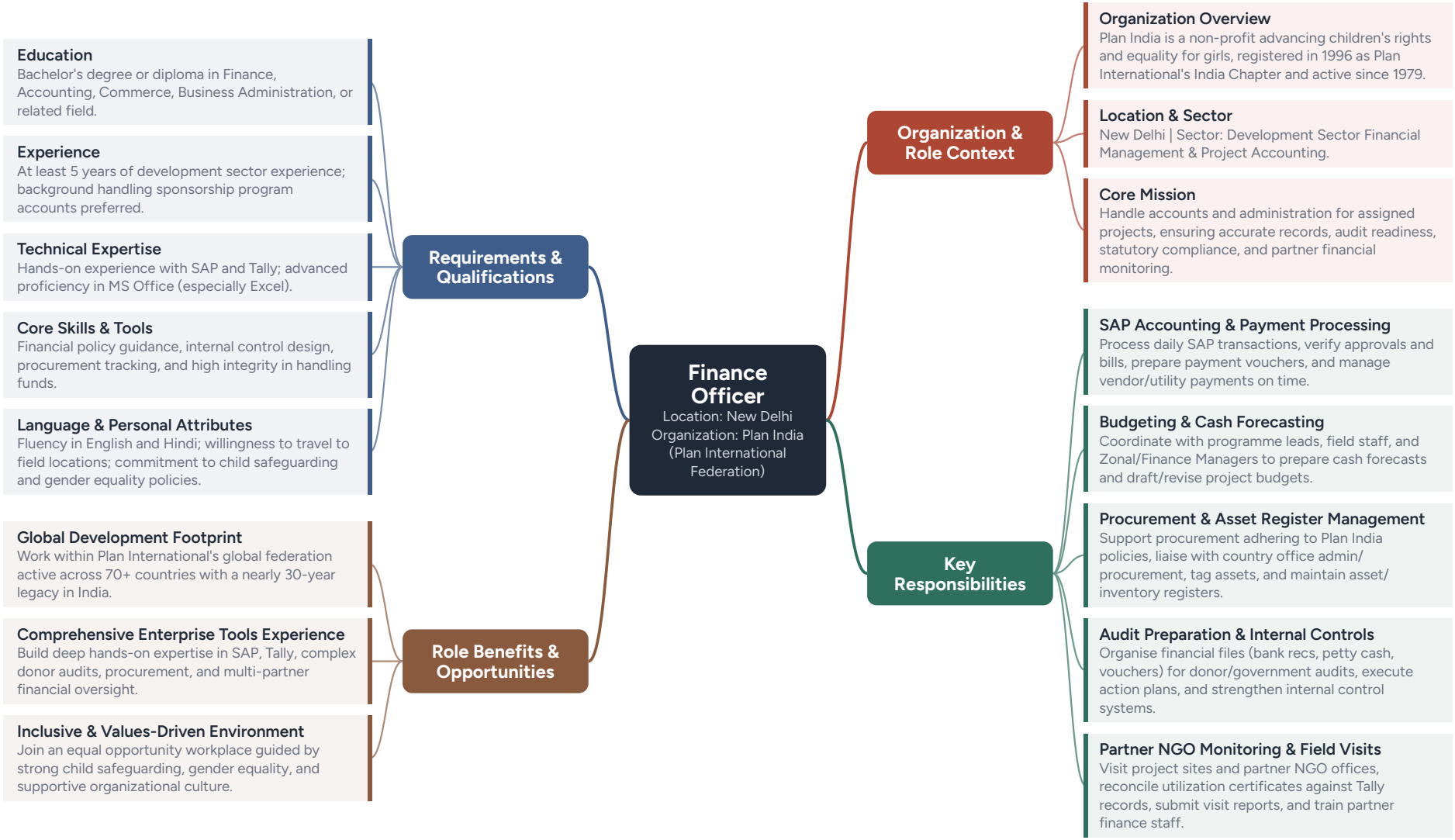
Plan India

Finance Officer in New Delhi | Plan India

New Delhi, Delhi · full-time · mid level · Competitive · Closes 13 Nov 2026

Application Assist →

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Skills this role needs

SAP and Tally accounting	Donor audit preparation	Budgeting and cash forecasting	Procurement and asset management	MS Excel

Job description

Plan India

Plan India is a non-profit that works for children's rights and equality for girls. Since 1979, it has worked with communities, government, donors and partner groups to help children and young people get protection, good schooling, healthcare, a safe environment, ways to earn a living and a say in decisions that affect their lives. Today it works in 14 states, across more than 19,000 communities in 5,500 villages and slums, and has reached over 1.9 million children, more than a million of them girls. Plan India is a member of the Plan International Federation, which works in more than 70 countries. This role sits within Plan India's Finance department, which keeps project money well recorded, properly spent and ready for audit.

Role

As Finance Officer, you will handle the accounts and admin work for the projects assigned to you. You will make sure every payment is recorded correctly, approved and backed by the right papers, that each transaction meets legal and statutory rules, and that records are kept safe and ready for audit. You will also visit project sites and partner NGOs to check that money is used as planned, and help partner finance teams do their work well.

Responsibilities

- Process daily transactions in SAP, including project spending and advances, and check that every expense has the right approvals and supporting documents.
- Prepare payment vouchers, pay bills such as rent, utilities and phone on time, and keep advance accounts up to date.
- Coordinate with programme leads and field staff to get bills and supporting papers on time, and process fund requests and utilisation certificates from partner organisations.
- Support the Zonal Finance Lead, Finance Manager and Project Manager with cash forecasts and with preparing and revising project budgets.
- Support procurement for your projects in line with Plan India's policies, including finding vendors, working with the country office admin and procurement teams, tagging assets, keeping the asset register and inventory up to date, and making sure purchases stay within budget.
- Keep all financial files accurate and well organised, including payments, petty cash, bank transfers, cheques and bank reconciliations, so they are ready at any time for donor or government audits.
- Coordinate audit visits, follow donor guidelines and Plan India procedures for audit preparation and action plans, and suggest ways to strengthen internal controls and accounting systems.
- Visit project sites and partner NGO offices to check activities and match utilisation certificates against Tally records, report any gaps to your manager, share visit reports with recommendations, and train partner finance staff when needed.

Requirements

- A bachelor's degree or diploma in finance and accounting, commerce, business administration or a related field from a recognised institution.
- At least 5 years of experience in the development sector, with experience handling accounts for sponsorship programmes preferred.
- Hands-on experience with Tally and SAP, and strong skills in MS Office, especially Excel.
- Good communication skills in both English and Hindi.
- Ability to guide others on financial policies and procedures and to finish work on time with little supervision, including under pressure.
- High integrity and trustworthiness when handling money.
- Willingness to be based in New Delhi and to travel to project locations as the work needs.

- Commitment to follow Plan India's child safeguarding and gender equality policies.

Benefits

- Work with an organisation that has been improving children's lives in India since 1979, as part of a federation active in more than 70 countries.
- Build hands-on experience across SAP, Tally, donor audits, procurement and partner finance in a large development organisation.
- Join an equal opportunity employer that especially encourages women candidates to apply.
- Work in a place guided by strong child protection and gender equality policies.

Apply

Check your fit for the role and receive the apply link in your mailbox

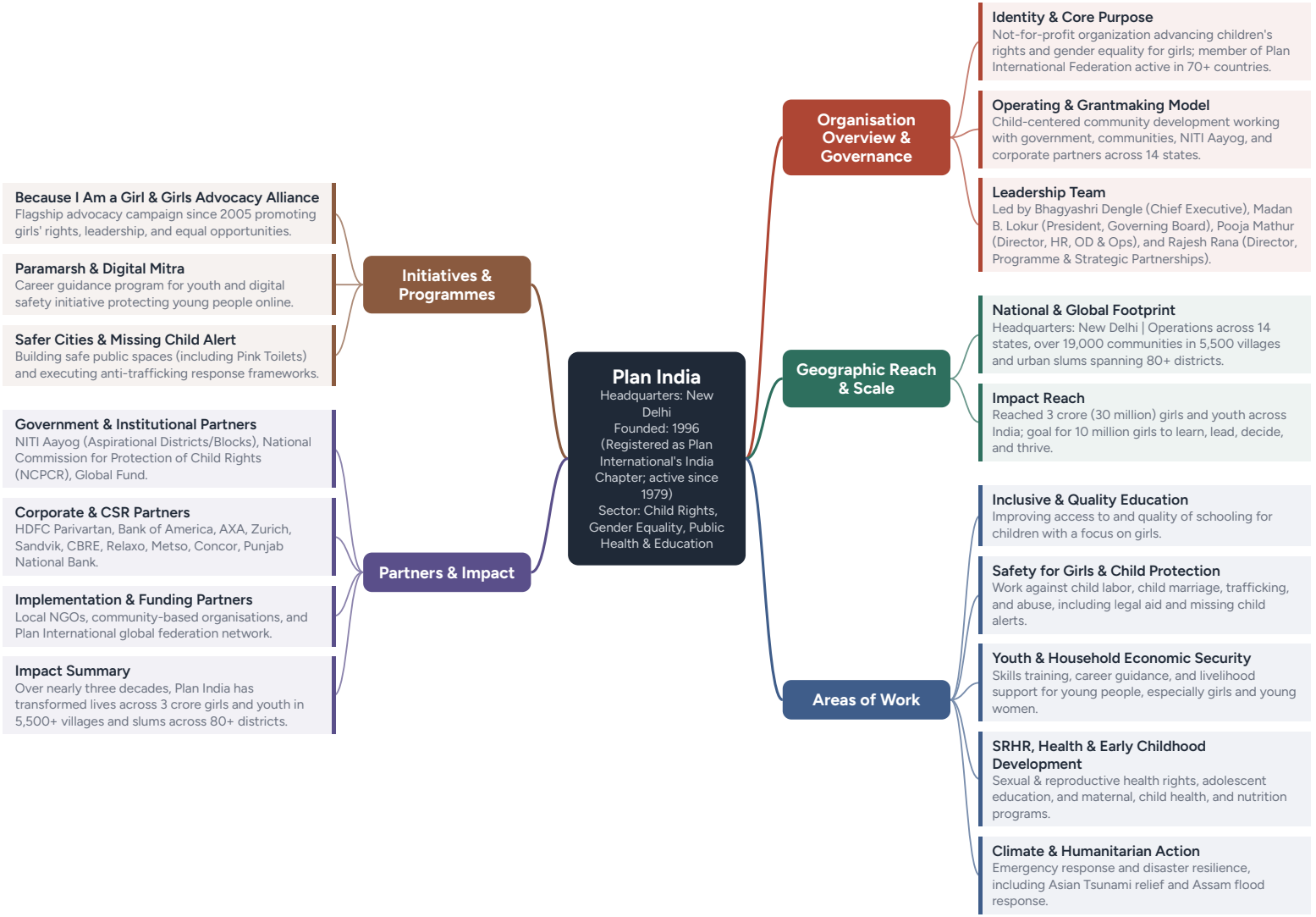
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About the organisation

Plan India

Child Rights & Gender Equality

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About Plan India

Plan India is a not-for-profit organisation working across India to advance children's rights and equality for girls. Registered in 1996 as Plan International's India Chapter, it works with government, communities, and corporate partners on education, health, protection, and economic opportunity for children and young people, with a particular focus on girls and adolescents. Its stated goal is for 10 million girls and young women to learn, lead, decide, and thrive. Since its founding, Plan India has implemented child centred community development programs in more than 5,500 villages and urban slums across over 80 districts in India.

Major Areas of Work

- Inclusive and Quality Education: Programs that improve access to and quality of schooling for children, with a focus on girls.
- Safety for Girls and Child Protection: Work against child labour, child marriage, trafficking, and abuse, including support for missing children and legal aid.
- Youth and Household Economic Security: Skills training, career guidance, and livelihood support for young people, especially girls and young women.
- Sexual and Reproductive Health Rights and Services: Health education and access to services for adolescents and young people.
- Maternal, Child Health, Nutrition and Early Childhood Development: Programs supporting pregnant mothers, infants, and young children.
- Climate and Humanitarian Action: Emergency response and resilience building, including relief work during disasters like the Asian Tsunami and recent flood response in Assam.

Major Initiatives & Programmes

- Because I Am a Girl: Plan India's flagship campaign, running since 2005, advocating for the rights and status of girls in India.
- Paramarsh: A career guidance and planning program for children and young people, with a focus on girls.
- Safer Cities: An initiative building safe, accountable, and inclusive cities and public spaces for women and girls, including the Pink Toilets project.
- Missing Child Alert: A project responding to child trafficking and missing children cases.
- Girls Advocacy Alliance: A program working to secure equal rights and opportunities for girls.
- Digital Mitra: A program addressing online safety for young people.

Impact

Plan India states its work has reached the lives of 3 crore girls and youth across India. It has run child centred community development programs in more than 5,500 villages and urban slums spanning over 80 districts. The organisation is a development partner of NITI Aayog on the Aspirational Districts and Aspirational Blocks Programs, and works with national bodies including the National Commission for Protection of Child Rights on child protection issues.

Leadership

- Bhagyashri Dengle, Chief Executive
- Madan B. Lokur, President, Governing Board
- Pooja Mathur, Director, Human Resource, Organisation Development and Operations
- Rajesh Rana, Director, Programme and Strategic Partnerships

Partners

NITI Aayog, National Commission for Protection of Child Rights, Global Fund, HDFC Parivartan, Bank of America, AXA, Zurich, Sandvik, CBRE, Relaxo, Metso, Concor, Punjab National Bank

Plan India suits people who want to work on child rights and gender equality at national scale, with direct engagement across government, community, and corporate channels. The organisation runs a wide portfolio of projects across education, health, protection, and livelihoods, giving employees exposure to different parts of the development sector under one roof. It appeals to people who want to work on long-term, systemic issues affecting girls and children, backed by a nearly three decade long presence in India.

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