

Project Finance Associate

Position: Project Finance Associate

Organisation: All India Disaster Mitigation Institute (AIDMI)

Location: Ahmedabad, Gujarat, India

Job Type: Full-time

Application Deadline: November 20, 2026 – The interview process will be initiated upon receiving eligible applications.

A. About AIDMI

The All India Disaster Mitigation Institute (AIDMI) is a community-based action planning, research and policy support local organisation, working towards bridging the gap between policy, practice and research related to humanitarian action, disaster risk reduction and climate resilience. For more details, visit www.aidmi.org.

B. Position Overview

We are seeking a dynamic professional to join our team as a **Project Finance Associate**, to lead all aspects of regulatory updates, budgeting, expense coordination, financial analysis and reporting of projects being executed across India. The projects involve research and action work in disaster risk reduction, climate resilience and humanitarian action, implemented with communities and partners in multiple states.

The Associate will work closely with programme leads and the finance and accounts team to keep project finances accurate, compliant and donor-ready. The role will primarily focus on project finance, with occasional support to organisational finance and accounting functions as required. We are looking for someone with relevant experience who brings self-initiative, curiosity and fresh ideas to AIDMI's financial systems and practices.

This is a one-year contract with a yearly extension based on performance and review. We encourage women, *Dalits*, people with disabilities, and minorities to apply.

C. Key Responsibilities

Project Finance

- **Budgeting and Forecasting:** Prepare and revise project budgets, forecasts and fund-flow plans, including costing for new proposals.
- **Expense Coordination and Cost Allocation:** Coordinate project expenses across teams, ensuring documentation, approvals and eligibility under donor and AIDMI policies. Apply fair and compliant methods to allocate shared costs across projects.
- **Cost Analysis and Efficiency:** Monitor budget-versus-actual spending, analyse cost trends and unit costs, and recommend cost-saving measures.
- **Project Finance Coordination:** Work closely with programme leads to schedule and align project activities with budget allocations, forecasts and reporting to analyse variances.
- **Financial Analysis and Reporting:** Prepare timely, accurate donor, partner and internal reports, with financial documentation, reporting and fund utilisation through dashboards and Monthly Information Systems (MIS) for management.
- **Risk, Audit and Compliance:** Maintain project-level financial risk and compliance records, and support audits and donor reviews.
- **Project Close-out:** Manage final reconciliations and close-out documentation.
- **Regulatory Updates:** Track changes in regulations and donor rules affecting projects, and keep the team informed.

- **Systems and Process Improvement:** Introduce better tools, templates and workflows, and capture financial lessons to strengthen future projects.
- **Team Support:** Build financial awareness among programme colleagues through briefings and guidance.

Organisational Finance and Accounting Support (occasional)

- **Accounts Support:** Assist with accounting, voucher preparation, payments processing and bank reconciliations as required.
- **Statutory Compliance:** Support preparation of documents for statutory filings and organisation-level audits.
- **Organisational Reporting:** Assist the Finance and Accounts team with consolidated reports, cash-flow tracking and year-end processes.

D. Required Qualifications

- Undergraduate or Master's degree in Finance, Accounting, Business Administration, or a related field from an accredited university. Professional qualifications (CA, CFA, CMA, CS, or equivalent) are an advantage.
- 3–5 years of relevant work experience in project finance, financial analysis or financial management.
- Proficiency in MS Excel and accounting software (Tally).
- Effective written and verbal communication skills in English; working knowledge of Hindi and Gujarati is preferred.
- Demonstrated self-initiative, attention to detail and ability to manage multiple deadlines.
- Willingness to travel as required.

E. Desired Experience

- Experience managing donor-funded projects and donor financial reporting.
- Understanding of regulatory and compliance requirements applicable to non-profit organisations in India.
- Previous experience in the development sector, humanitarian work or a non-profit organisation.
- Experience introducing new tools, templates or ways of working to improve financial processes.

F. Terms and Conditions

- The position is based in Ahmedabad, with occasional travel to project locations as needed.
- Compensation will be competitive and commensurate with experience.
- The initial contract will be for one year and renewable based on performance.
- Must adhere to AIDMI's policies, including the PSEA policy.

G. Application Process

Interested candidates should submit their application using this link: <https://aidmi.org/application-form/>.

The full selection process will include suitable assessments and interviews. Please include:

1. Detailed CV
2. Cover letter (/Application Letter)
3. Two professional references
4. Completed Task given below

Task: The Shared-Cost Problem

Expected effort: 60–90 minutes.

Every project, donor, partner and figure is invented, and all amounts are in Indian rupees (INR).

Why we ask this

Project finance in a non-profit rarely has one right answer. Donors set different rules, costs are shared, and finance decisions have to be explained to colleagues who are not finance specialists. This exercise lets us see how you reason, how you handle trade-offs, and what new ideas you bring.

Scenario

AIDMI runs three projects from its Ahmedabad office. Each has a different donor with different rules on what can be charged. Several costs are shared across the three projects and cannot simply be booked to one of them. You are the Project Finance Associate and have been asked to propose how these shared costs should be allocated each month.

“Organisation” in the tables below means AIDMI’s own unrestricted funds, which can absorb any cost that a donor will not accept.

The three projects

	Project Jal	Project Taap	Project Bima
Focus	Community flood preparedness	Heat action for informal workers	Climate insurance pilot for MSMEs
Donor	Donor A (international foundation)	Donor B (corporate CSR fund)	Donor C (charitable trust)
Duration	24 months	12 months	18 months
Direct costs in a typical month (INR)	4,00,000	3,00,000	1,80,000
Project staff in the Ahmedabad office	6	4	2

Donor rules on shared and indirect costs

Donor	Rule
Donor A	Direct costs only; no indirect cost is allowed. A shared cost may be charged only if it is directly attributable to the project through a documented, measurable basis (for example time sheets or logs).
Donor B	A fixed indirect cost of 10% of eligible direct costs is allowed. No other shared cost may be charged separately. Vehicle costs may be charged only for the project’s own trips, supported by a trip log.
Donor C	Any reasonable, documented allocation method is accepted if it is applied consistently. Shared and indirect costs together may not exceed 12% of the project’s direct costs.

Monthly shared costs and the usage data available

Shared cost	Monthly cost (INR)	Usage data available
Field coordinator salary	60,000	Time sheet: Jal 50%, Taap 30%, Bima 10%, organisational work 10%
Shared vehicle (lease, driver, fuel)	55,000	Trip log: Jal 620 km, Taap 410 km, Bima 170 km (1,200 km in total)

Shared cost	Monthly cost (INR)	Usage data available
Office rent and utilities	70,000	Seats in use: Jal 6, Taap 4, Bima 2, finance, admin and leadership 8 (20 in total)
Part-time accountant	40,000	Transactions processed: Jal 180, Taap 120, Bima 60, organisational 40 (400 in total)
Internet and telecom	8,000	No usage data available
Total	2,33,000	

What to submit

1. **Allocation table.** Complete the table below with the basis you would use for each shared cost and the resulting monthly amount for each project and for the Organisation. Show your workings in the annex.

Shared cost	Monthly cost (INR)	Basis you chose	Jal (INR)	Taap (INR)	Bima (INR)	Organisation (INR)
Field coordinator salary	60,000					
Shared vehicle	55,000					
Office rent and utilities	70,000					
Part-time accountant	40,000					
Internet and telecom	8,000					
Total	2,33,000					

2. **Donor rules.** For each donor, state which of the shared costs you would charge, which you would not, and what happens to any cost a donor will not accept.
3. **Biggest risk.** Name the single biggest audit or compliance risk in your approach and how you would reduce it.
4. **A new idea.** Describe one practical idea, in up to 150 words, that would make this process simpler, fairer or more transparent for programme staff. It should go beyond what is described above.
5. **An open question.** State one question you would put to AIDMI leadership or a donor before finalising the method, and why the answer matters.
6. **A short note.** Write 150 words to programme leads explaining your method in plain language, as if they have no finance background.

Ground rules

- Complete the task yourself. Please do not use generative AI tools to write or solve it. You may use a calculator or spreadsheet for workings.
- State any assumption you make. There is no single correct answer, and we value clear reasoning over a perfect-looking one.

What we look for

- Sound financial logic and awareness of donor compliance
- Practical judgement and honest handling of trade-offs
- Clear communication to non-finance colleagues
- Original thinking and new ideas