

CEE
Centre for Environment Education

Name of the Position: Account Assistant

Duty Station: Delhi

Duration of the contract: Till December 2028 (extension based on performance/project extension)

Remuneration: Negotiable based on experience, skills, and qualifications

About CEE:

Centre for Environment Education (CEE) was established as a Centre of Excellence of the Ministry of Environment & Forest and Climate Change Government of India, working in the field of environmental education and education for sustainable development. CEE develops innovative programme and educational material and builds capacity in the field of Environmental Education (EE). CEE is an internationally acclaimed institution in the field of EE, Education for Sustainable Development (ESD) and anchored the GEF Small grants of UNDP for nearly 20 years, in promoting 400+ hands-on action projects through civil society in Climate Change, Biodiversity Conservation, Land degradation, Waste and Chemicals and lastly water. It has a long-standing experience and expertise in addressing its primary mandate of improving public awareness and understanding of the environment with a view to promoting the conservation and sustainable use of nature and natural resources.

With nearly 300 team members, 30 offices across India and 17 programmatic thrust areas, CEE is a unique example of an institution that is dedicated to building capacity in order to address sustainable development concerns of India and other developing countries.

CEE operates through a multidisciplinary team of experts and the fact that teams at CEE are multidisciplinary and multi-skilled, very often, do have some area of overlap in their work profiles. The team of programme staff combined with the skills of technical staff brings in-genuine combinations of expertise.

About the Project:

Centre for Environment Education is implementing a project on ‘**Sustainable Circularity in Plastics - Rural & Urban Landscapes**’. This is one of the sustainable waste management initiatives of HDFC Bank and CEE at the national level. The project aims to minimize negative impacts and risks to environment and to human health in the pilot areas in both rural and urban landscapes with strong focus on local closed loop systems approach where waste is collected, processed and reused within the local areas.

This model provides decentralised, community level and led solutions. Creating local jobs and lower carbon emissions. Moving away from traditional systems which see waste equals problems but here waste seen as a resource and improved efficiencies lead to cost reductions.

The strategy is multi stakeholders approach through an integrated model directed to address immediate causes with support from HDFC BANK and co-financing funding (both in-cash and in-kind) from the state and central government funds, NGOs/Companies contributions as waste

management agencies (WMAs), by establishing an Swachh Sustainable Business Models (SSBMs) following the circular economy principal for improved dry & plastic waste management by establishing – DRY WASTE Material Recovery Facilities as Swachh Centres (SCs), in line with the emerging MOEFCC GOI “National Resource Efficiency Policy” and the “National Materials Recycling Policy”.

Job role:

The purpose of this assignment is to ensure and support proper financial management under the implementation of ‘Sustainable Circularity in Plastics - Rural & Urban Landscapes’ in cities and proper financial reporting to the donor.

The recruited Account Assistant will be responsible for the maintenance of the financials of the project and will monitor the financial delivery as per the agreed contract with the donor and the service providers.

The recruited Account Assistant will report to Finance Officer and ensure the strategic direction of finance, focusing on the achievement of the agreed deliverables with the donor.

S/He will be reporting to the Finance Officer.

Qualifications and experience requirements:

Bachelor’s degree in commerce; additional qualifications & Experience in Accounts, & Procurement, Operations will be an added advantage.

Minimum 3 to 4 years of professional experience in Accounts.

Scope of Work:

- **Vendor and Staff Payments:** Handle monthly payments to vendors, rent, AMC contractors, and staff reimbursements, including travel and salary advances.
- **Accounting and Reconciliation:** Maintain daily transaction postings, perform bank and ledger reconciliations, manage accounts payable/receivable, and close monthly books.
- **Compliance and Documentation:** Ensure accurate project coding, proper documentation, and approvals for all financial transactions in line with organizational and donor policies.
- **Financial Reporting:** Prepare and submit timely financial reports as per donor and organizational requirements; support audits and financial reviews.
- **Budgeting and Planning Support:** Assist in budgeting, procurement planning, and management of project finances.
- **Software Proficiency:** Utilize Tally ERP-9 and MS Office for accounting operations and maintain organized filing of financial records.
- **Additional Tasks:** Perform other duties as assigned by senior management in multiple projects.

Interested applicants to apply immediately at <https://www.cceindia.org/career/>