

Job Description:	Senior State Admin & Finance Officer		Responsible to:	Lead - State Head (UP) and dotted line reporting to the Associate Director Finance (HO)
No. of direct reports:	One		Location	Lucknow, Uttar Pradesh
Duration	Initially upto January 2027		Job Function	Programme Administration and Finance
Purpose:	To provide support in the management of programmes to ensure its timely and efficient servicing and managing the Administration of PFI UP Offices.			
RESPONSIBILITIES			COMPETENCIES	REQUIRED SKILLS
Program documentation: <ul style="list-style-type: none">Preparation of process notes related to program activities relating to all projectsAssist the Program teams in the preparation of all necessary documentation and approvals related to program activitiesPrepare all contracts and agreements including their subsequent extensions/ or supplements and keep a record of the same.Make all arrangements concerning contracts including payment approvals, and submission of reports and other follow-up action.Maintain and regularly update contract / payment tracker so that prompt reports can be submitted to Programme team for timely action.Manage end-to-end procurement processes for state and project offices in line with organizational policies and procedures.		<ul style="list-style-type: none">Verification of invoices and claims with supporting documents as per policies and guidelines.Provide support to district team in finance and administrative issues.Coordination with finance team at Head Office for timely release of advance and settlement of advances given to state/ district team.Ensure coordination with auditors, manage audit compliances and closure of audit paras.	<ul style="list-style-type: none">Working together: Is a team player; works closely within the team as well as with cross functional teams.Communication Skills: Good written and verbal communication skills in Hindi and EnglishResponsiveness: Understands the demands of organization needs; can identify and respond to urgent tasksWillingness to Learn: Continuously works towards improving professional competence by acquiring new skillsDelivering Results: Is goal oriented and takes initiative in identifying alternate methods to ensure high quality results.Adaptability and Initiative: Quickly adapts to organizational demands; is open to take new challengesAdherence to Policies: Abides by organisational norms and policies all the time.	<ul style="list-style-type: none">Minimum Post Graduation Degree in Finance from a reputed educational institution.Experience of at least 5 years in office administration, Accounting & Program Support.Expertise in accounting requirements and general finance.Good negotiation skillsProficient in MS Word, Excel, PowerPoint, Outlook, and Internet Explorer
Financial management and coordination: <ul style="list-style-type: none">Maintain and file financial records, all program reports for audit and reference purposes.Assist the State Head in preparing the monthly program office budget for approval.Conduct finance-related reviews during visits to districts.		Administrative work and Supervision <ul style="list-style-type: none">Supervise asset management, maintenance and upkeep of office premises, including repairs and renovations.Provide support in planning and organizing meetings and conferences.Management of all vendors for all services in the State.Provide HR-related assistance during onboarding of new staff and relieving of outgoing staff.Maintain custody of key administrative and financial documents such as lease agreements, purchase orders, service orders, and MoUs.Any other administration and program support related work that may be assigned from time to time.	KEY PERFORMANCE INDICATORS <ul style="list-style-type: none">Vendor management.Logistics management and Assets management.Event management.Verification and Processing of payments and coordination with Finance team.Provide support to HR during on-boarding and off-boarding of employees.	HOW TO APPLY <p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by 31st December 2025. Please include the following in the cover letter:</p> <p>Current CTC: Expected CTC: Notice/ Availability to join:</p> <p>Please mention the position “Senior State Admin & Finance Officer-Lucknow” in the subject line of your e-mail. Only shortlisted candidates will be contacted</p>



About Population Foundation of India

Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender sensitive population, health and development policies, strategies, and programs in the country. Policy advocacy, social and behavior change communication, community action and knowledge management are some of the key strategies that PFI works on to achieve the organization's goals.

Over the years, PFI has played a catalytic role to address issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high priority districts (HPDs) with poor socio-health-demographic indicators.

OUR STRATEGY

Reproductive health and family planning can positively influence and advance the newly laid out Sustainable Development Goals by addressing multiple targets and ushering in an era of development. Access to voluntary family planning has the potential to save lives and help break the cycle of poverty, stabilize population growth and ease the pressure on the environment. It is the most cost-effective development investment.

We believe that health, education and wellbeing of the population is crucial for sustaining just, equitable economic growth and development. For that to happen, change has to happen at three levels – individual, social and systemic or policy levels, ensuring that the country offers a conducive and enabling policy environment for girls and women to claim their rights, agencies of youth to be involved in demanding and supporting efficient and accountable governance and informed policy makers to inspire a vibrant future. PFI will act as a catalyst, a facilitator to offer compelling evidence-based scholarship, thought leadership and convention inform, inspire and initiate actions that will contribute to and strengthen our national plans and priorities. We will realize our mission by building leadership and public accountability, influencing social norms, reframing public discourse and collaborating with national and global initiatives in population studies and family planning. We believe that our mission will significantly contribute to India's commitment to achieving Sustainable Development Goals and FP2020 targets.

OUR VALUES

TEAM WORK	MUTUAL RESPECT
COLLABORATION	INNOVATION
DIVERSITY	GENDER SENSITIVITY
CONTEXTUAL RELEVANCE	ACCOUNTABILITY
EXCELLENCE	GROWTH

OUR MISSION

We advance gender-sensitive policies and programmes focused on the health and well-being of India's population, especially women and young people.

STRATEGIC OBJECTIVE 1

To advance family planning and reproductive health as drivers of individual rights

- Girls and women are able to take informed choices for exercising their bodily rights without fear or inhibition
- Young people and women are able to access to high quality and affordable family planning services and reproductive health care

STRATEGIC OBJECTIVE 2

To position family planning and population measures as critical drivers of sustainable growth and development in India

- Family Planning and women's rights are national priorities that help realize higher growth and sustainable development.
- Strong rights-based policies, adequate budgets and efficient public institutions help build and sustain quality of life and wellbeing.

STRATEGIC OBJECTIVE 3

To ensure family planning and reproductive health becomes drivers of youth leadership for social transformation at scale

- Gender sensitive family planning and reproductive health rights and services form the fulcrum of all social development plans and actions
- Young people, particularly among women, are leading grassroots transformation towards a just and equitable social system

OUR APPROACH

ADVOCACY:

Global thought leadership, high quality evidence-based narratives to inform and inspire law makers for comprehensive family planning and reproductive health policies; shaping family planning discourses within sustainable

BEHAVIOR CHANGE:

Utilize power of technology and new-age media platforms targeted intervention on reproductive health education and gender sensitive behavior, attitudes and practices of the society, particularly young people

ACCOUNTABILITY:

Promote agency of youth, particularly girls and women, within community led participatory governance initiatives to enhance efficiency and accountability of public systems and delivery services