



Job Description: Administrative and Office Manager

Job Title: Administrative and Office Manager

Location: New Apostolic Church India Head Office, Bangalore

Reports To: Head of the organization in India (Lead Apostle) and other concerned overseas departments

Working Conditions: Full-time, office-based role in Bangalore. Occasional travel to various field locations may be required.

About Us:

The New Apostolic Church India (NAC India) is an organization that carries out spiritual and charitable activities through its various trusts. It is a part of the New Apostolic Church International.

For more about us visit <https://nacindia.org/en/>

Position Overview:

The Administrative and Office Manager oversees the administrative functions of the New Apostolic Church India (NAC India), while ensuring that the requirements of the spiritual team on the field are being met. They serve as the primary coordinator between the spiritual and administrative functions of the organization.

This role involves overseeing a small team of 5-10 staff, managing records, streamlining operations, supporting head office IT & infrastructure and maintaining operational efficiency across field programs and administrative tasks.

Key Responsibilities:

Administrative and Financial Management

- Ensure compliance with relevant Indian statutory requirements (Income Tax, FCRA, GST etc.) and legal aspects.
- Gain a detailed understanding of tasks handled by administrative staff and field staff and facilitate smooth communication and coordination between the two teams.
- Oversee all financial operations including budgeting, accounting, reporting, maintaining accurate books of accounts and preparing periodic financial statements.
- Coordinate day-to-day operations of administrative staff, ensuring work is properly delegated and deadlines are met.



- Coordinate audits and liaise with government authorities, external auditors, lawyers and consultants.
- Work with the finance team to organize, archive, and maintain administrative records (e.g., budgets, tax records, expenditures), ensuring consistency in naming conventions and file organization.
- Ensure timely processing of funds for field activities, as well as proper utilization and reporting of the same.

Office Management:

- Oversee maintenance of the NAC India head office. This includes ensuring timely renewal of AMCs and coordinating maintenance and repairs of utilities.
- Gain an understanding and oversee maintenance of the IT infrastructure in the head office.
- Uphold the HR policy for the administrative staff, fostering a healthy work environment (e.g., non-discrimination, leave, salary revisions, human resource management).
- Supervise the organization and maintenance of physical records, ensuring systems are followed and files are archived or discarded as needed.
- Oversee maintenance of NAC India's library and bookstore.

Qualifications and Experience:

Education: Full professional accountancy qualification (CA, CMA, CS etc.) with a master's or a bachelor's degree in accounting/ finance or in business administration, or a related field.

Experience: Proven experience in finance management, administration, or a related field, including strong record-keeping skills. Minimum 3–5 years of experience in a managerial or supervisory role. Experience in a trust, nonprofit or religious organization is a plus.

Skills:

- Strong organizational, multitasking, and problem-solving abilities.
- Excellent written and verbal communication skills.
- Proficiency in MS Office (Excel, Word, PowerPoint) and digital record-keeping tools.
- Strong understanding of Indian regulatory frameworks for non-profits (including FCRA, Income Tax, etc.)
- Proven ability to manage audits, compliance, and financial systems
- Leadership and team management skills.
- Attention to detail and accuracy.

Application Process: Please submit your resume along with a cover letter highlighting your relevant experience to manager@nacindia.org by 15 May 2026.