

Job Description – Assistant Manager – Finance & Accounts

Designation	Assistant Manager – Finance & Accounts
Location	District Office / State Office
Employment type	Renewable fixed term contract
Report to	Regional Manager & Deputy Senior Manager – Finance & Accounts
Direct reportees	Accounts Officers

Organization Background

Foundation to Educate Girls Globally (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, Jhalawar in Rajasthan and Jhabua in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Role overview

The position will work closely with Deputy Senior Manager - Finance in management accounting and support the field managers in establishing financial systems, controls and manage donor compliances.

Job Responsibilities

Financial management

- To monitor delegated budgets and provide detailed budget vs actual variance analysis in accordance with delegated budget to State office, Regional office and District office.
- To represent the State office, visit the project in the field, attend meetings, provide support all financial matters with regard to the total delegated budgets.
- To orient and ensure donor compliances with respect to financial reporting.
- To receive and deal with financial queries and enquiries from departments or district offices.
- To provide induction on financial matters in accordance with financial management manual to new recruits in the District offices.
- To provide support to line manager on the day to day operation of all financial information system.
- To contribute to the analysis of financial information, preparing reports and making recommendations for corrective course of action, in liaison with line managers.

- To provide training sessions with the support from line manager to finance and non-finance staff.
- To monitor procedures in respect of checking and authorizing accounts for payment, as part of the finance team.
- To ensure the books of accounts are maintained as per the standards and timely manner
- Review monthly bank reconciliation statements of all bank accounts and update the line manager on its timely compliance.

General

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with company policy.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the position.

Education, Qualification & Experience

- Postgraduate degree in Finance or Commerce
- Minimum 5 years of work experience in the Finance sector especially budgets, MIS, donor reporting preferably in development sector
- Good knowledge of computer - Windows and Microsoft Office applications especially Ms Excel. Should have working knowledge of Tally Accounting Package
- Confident, self-driven and a team player
- Willingness to travel regularly in the field – the state office/district office/village level
- Ability to read, write and speak in English & Hindi

How to Apply

Please send your CV & a one page cover letter detailing how you meet the eligibility requirements to : jobs@educategirls.ngo

IMP : Please clearly state **the role & district** that you are applying for in the email subject line. For further details about organisation please visit www.educategirls.ngo