

## Job Description – Assistant Manager Finance and Accounts

<b>Designation</b>	Assistant Manager Finance and Accounts
<b>Department</b>	Finance and Accounts
<b>Location</b>	Mumbai
<b>Employment Type</b>	Renewable Full Time Employment Contract
<b>Report to</b>	Senior Manager - Finance and Accounts
<b>Positions reporting to this role</b>	-

### Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

For further details about organization please visit [www.educategirls.ngo](http://www.educategirls.ngo)

### Our Values

<b>Gender Equality</b>	Being able to treat people equally irrespective of gender
<b>Integrity</b>	Possess the ability to “know and do” what is right
<b>Excellence</b>	Being outstanding or extremely good, striving to lead by performance excellence
<b>Collaboration</b>	Working effectively and inclusively with a range of people both within and outside of the organization
<b>Empathy</b>	Being able to understand and share the feelings of another and use that understanding to guide our actions

### Our Competencies

<b>Strategic Thinking</b> – Think big yet act focused	<b>Taking Ownership</b> – Feel responsible & accountable	<b>Analytical Thinking</b> – Stay true to your data
<b>Developing Talent</b> – Growing and taking people together	<b>Ensuring Alignment</b> – Think differently but work together	

## Job Profile

### Areas of Responsibility

#### Regular tasks and responsibilities

- Record day to day transactions in Tally Software in timely manner
- Review and process invoices along with providing the resolutions for the invoices and releasing the invoices for Payment and resolve all queries and requests within the agreed TAT
- Review and validate basic essentials of valid invoice like supplier details, PO, bank account, invoice #, invoice date etc. and conduct the 2/3-way match
- Enforce the internal compliance policy and guideline established by the management on their daily operational activities
- Maintain financial security by following internal controls.
- Prepare Bank Reconciliation statement periodically as per practice
- Maintain Cash book & Bank book, Donation tracker, PO tracker
- Handle day-to-day banking transaction / cash transaction independently.
- Ensure compliance with the company's financial policies, rules and regulations
- Issue 80 G receipts to donors
- Reconcile branch accounts
- Liaise with district accountants for book-keeping
- Vendor and donor ledger reconciliation, avail balance confirmation at regular intervals for audit purpose.
- Maintain fixed asset Register
- Comply with legal requirements by studying existing and new legislation
- Maintain accurate and up-to-date books of accounts for HO
- Adhere to policies and procedures as defined in FEGG Financial Manual/ Procurement Manual

#### Budgeting and Reporting

- Prepare MIS reports

#### Audit

- Coordinate & Support the audit process
- Provide necessary information, documents as and when asked by the auditor

#### Education Background

Graduate degree in commerce and accounts (B.Com. preferably)

#### Work Experience

Minimum 3-5 years of experience in handling accounts function

#### Skills Set

- **Soft skills:**
  - Communicating effectively in writing as appropriate for the needs of the audience.
  - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

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- **Technical skills:**

- Working knowledge in Tally ERP
- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)

**Travel requirement**

Willingness to travel regularly in the field – the state office/district office/village level

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."