

## Job Description – Financial & Planning Analysis Role

<b>Designation</b>	Manager / Senior Manager
<b>Department</b>	Finance
<b>Location</b>	Mumbai
<b>Employment type</b>	Employment contract
<b>Report to</b>	Director Finance
<b>Positions reporting to this role</b>	-
<b>Employment level</b>	Middle

<b>Version No:</b>			
JD No.:	FIN-010	Version No.:	
Effective date:	June 2021	JD approved by:	Director Finance

### Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan, Madhya Pradesh, Uttar Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

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	

✓ **Scope & overview of the role:**

As a Sr Manager / Manager Financial & Planning Analysis, you will be supporting the Director of Finance in financial modeling, strategizing, preparation of annual budgets, forecasting trends & implementing financial tools. You will play a critical role in setting the efficiency indicators for the finance strategy and making comparative analysis of financial data.

You will be responsible for the preparation of monthly management reports & comparison of budget v/s actual performance with variance analysis.

✓ **Areas of Responsibility:**

- Play a critical role in setting the efficiency indicators for the finance strategy and making a comparative analysis of financial data
- Performing Financial Business analysis
- Combining the operations data and the bookkeeping data to make business sense for Educate Girls
- Data forecasting, budgeting, and projections
- Preparing functional monthly reports
- Creating reports that the business needs for scaling
- Presenting monthly and quarterly reports for the management

✓ **Core Responsibilities**

- Support the Director Finance in:
  - Financial modelling
  - Five-year business plans
  - Preparation of annual budgets, Efficiency indicators, Financial analysis, Cash flow analysis
- Preparation of monthly Management reporting
- Comparison of budget vs actual performance together with variance analysis of the same
- Financial modelling
- Dynamic analysis for decision making
- Cash flow analysis
- Financial dashboard
- Prepare presentations for CLT meetings, Board meetings, Finance Committee meetings, internal review

✓ **Liaise with:**

- Internal – Program, Impact, Operations
- External – NA

✓ **Education Background:**

- MBA in Finance

✓ **Work Experience:**

- 5 to 7 years of business finance, corporate finance, financial planning & analysis, investment banking or other related fields

✓ **Skills Set:**

○ **Soft skills:**

Excellent team player and able to manage expectations  
Mission focused with good listening power  
Excellent communication and presentation skills  
Multi-tasking and managing multiple priorities  
Ability to clearly communicate issues, status, follow up on tasks, ask right questions  
Decision making ability – come up with solutions to critical problems

○ **Technical skills:**

Excellent knowledge of financial modelling in EXCEL  
Excellent understanding of accounting and finance concepts  
Well versed with financial ratios and analysis  
Strong power point and presentation skills

✓ **Travel requirement:**

Willingness to travel up to 25% of the time at the state / district / village level in program geographies.

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