

Job Description – District HR-Admin-Finance&Accounts Support Role (Women Empowerment Initiative)

Designation	HR-Admin-Finance&Accounts Officer
Department	HR-Admin-Finance&Accounts
Location	Jaipur
Employment type	Employment contract / Consultant
Report to	District Incharge & HR-Admin-Finance&Accounts Specialist
Positions reporting to this role	-
Employment level	Junior

Version No:			
JD No.:		Version No.:	
Effective date:	July 2021	JD approved by:	Project Lead

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, and 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

Our Values

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

Our Competencies

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

✓ Scope & overview of the role:

This document reflects the job content at the time of designing the job description and will be subject to periodic change in the light of changing operational and environmental requirements. Such changes will be incorporated in the job description on annual basis

The HR-Admin-Accounts Officer will be responsible to administer the HR, accounting and administrative requirements of the district offices under WE project. Ensure optimal utilization and documentation of all HR-Admin-Accounts aspects in the district offices in accordance with organizational norms and project requirements.

✓ **Areas of Responsibility:**

ACCOUNTS:

Making payments and receipts as necessary for the business and recording them in accounting software (Tally) in a timely manner.

Make necessary journal entries as appropriate for appropriate accounting as per standard procedures.

Ensure necessary documents are maintained for any transactions that are accounted in the software.

Manage the bank account/s of district.

Preparing Bank Reconciliation statement periodically as per practice

Prepare monthly fund request for the district in consultation with the District Lead. Prepare variance report with narratives.

Track the fund request against utilization of funds over a period; highlight issues pertaining to variance to accounts officer.

Ensure legal payments such as TDS, Provident Fund, Professional Tax and Service Tax as applicable are paid in time and the reports pertaining to them are submitted on time

Coordinate in case of periodic audit visits done by auditor's office to the district and provide them with necessary information, documentation as necessary for completion of timely audit.

HR:

Responsible for end to end recruitment, onboarding & induction at district level

Maintain the personal files of the positions mentioned above at district level and update them regularly.

Track attendance, leave database, eligibility, availed and closing balances of leaves of all district staff

Provide payroll inputs such as attendance summary, leave summary, other deductions to payroll employee wise in specified format for processing payroll.

Track Probation reviews with timelines and ensure outcomes are communicated formally through letters.

Communicate the process of annual / midyear appraisals, receive, verify the forms and share the consolidated outcome in specified formats.

Ensure that contract renewals are done in a timely manner.

Manage exits, conduct exit interviews in specified formats

Follow up for the clearance certificate and ensure final settlement is done within standard agreed timeline.

Responsible for employee engagement activities

ADMINISTRATION:

Process all procurement requirements of the region as per EG procurement policy and protocols in consultation with the HR-Admin-Accounts Specialist at the State Office – this includes, identifying local vendors, collecting quotations, preparation of comparative table, for doing all due diligence for finalizing procurements.

Maintain procurement and Inventory register at district level

Make all logistical arrangements – Venue booking for meetings/conferences/workshops/trainings, etc.

Travel (local and outstation) & Accommodation for staff, visitors, consultants, etc.; Transportation of any materials in the project locations.

Responsible for Office maintenance & security. Supervise the cleanliness of the office. Be the main contact person with Land-lord for any office building related contracts and resolution of issues

Manage Dispatch desk – recording of all incoming and outgoing surface mails and ensure that materials are dispatched expeditiously and accurately to the relevant persons or department in the organization.
Manage IT related work such as - take monthly data Backups of all Laptops/Computers, Anti-virus checking, ensure good internet, email/phone facility for smooth functioning

✓ **Core Responsibilities**

This resource is directly responsible for the employee life cycle management of all employees at district level. S/he will also lead the administrative function in the district and will be the finance in charge for the district operations.

✓ **Liaise with:**

- Internal – All functions
- External – Bank, Vendors, recruitment consultants

✓ **Education Background:**

Graduate / Post-Graduation in Commerce or Social Sciences

✓ **Work Experience:**

2-3 years of experience in handling HR, administration & accounts function
A career in non-profit organization will be an asset

✓ **Skills Set:**

○ **Soft skills:**

- Teamwork
- Eye for detail
- Openness to learn
- Result-oriented
- Transparency and Accountability

○ **Technical skills:**

- Working Knowledge of Tally ERP 9, Microsoft Office Inc. Word and Excel & TDS Provision
- Sound knowledge of HR, Admin, Accounting policies and procedures
- Data management

✓ **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."