

Key Position Information:	
Job Title	State Finance and Accounts Senior Specialist
Department	Finance and Accounts
Position Location	State
Type of Agreement	Renewable fixed-term contract
Position Reporting	Operational Reporting - State Operations Lead; Functional Reporting-Assistant V P Finance
Position Reportees	District Finance and Accounts Specialist / Associate
Position Level	Middle

Educate Girls – An Overview:

Vision- We aim to achieve behavioural, social and economic transformation for all girls towards an India where all children have equal opportunities to access quality education.

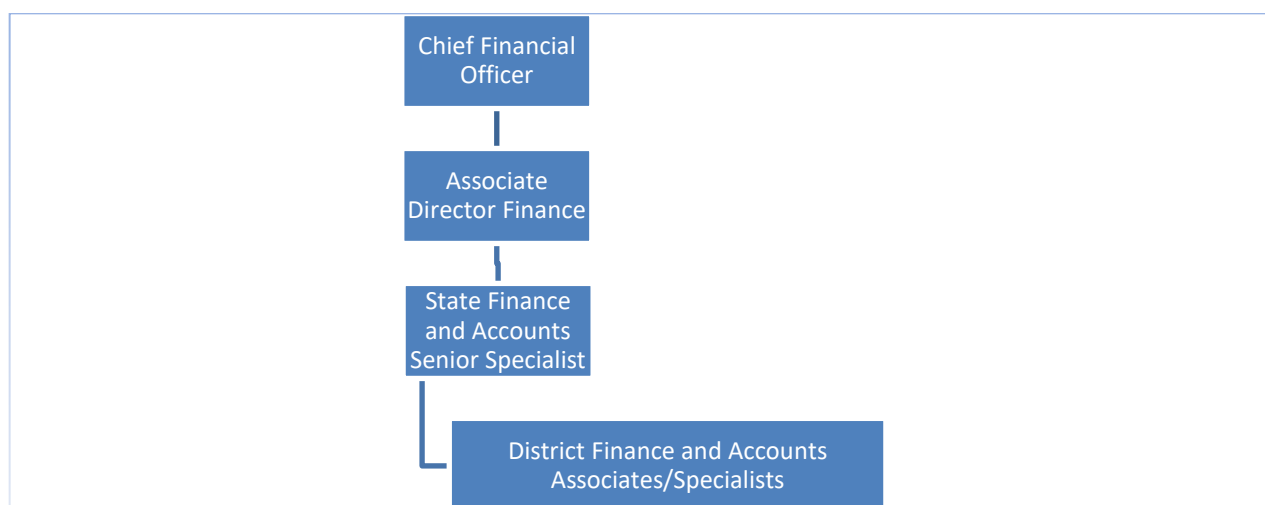
Background- Educate Girls (a project of 'Foundation to Educate Girls Globally') is a non-profit organization that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Strongly aligned with 'Right to Education Act' or the 'Samagra Shiksha' the organization is committed to the Government's vision to improve access to primary education for children, especially young girls. Educate Girls currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh. By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enrol and retain out-of-school girls and to improve foundational skills in literacy and numeracy for all children (both girls and boys). This helps deliver measurable results to a large number of children and avoids parallel delivery of Services.

We are at www.educategirls.ngo for detailed information on our vision, mission and programs.

Position Overview:

The incumbent plays a critical role in developing and maintaining all financial documents at State office. The position entails training, supervising and co-ordinating with District F&A Specialists/Associates to maintain accurate and timely book-keeping, preparing district monthly MIS, fund request and ensuring TDS compliances at district and state office. The position will require travel to district locations for monitoring.

Position in the Organogram:



Position Key Responsibilities:

Financial Management

- Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc. at State office
- Responsible for entering financial information and maintaining all financial records for program and for the organization.
- Manage financial control, prepare and analyze budgets, develop financial reports, and make recommendations to the State Operations Lead on budget expenditures.
- Monitor the expenditure to ensure that program funds are utilized appropriately by the close of the fiscal year.
- Provide financial inputs for logistics, travel and other areas of administration.
- Oversee the preparation and submission of annual activity-based project budgets as well as Monthly and quarterly financial reports
- Adhere to policies and procedures as defined in EG Financial Manual/ Procurement Manual

Budgeting and MIS

- Monitor adherence to budget
 - Present monthly MIS in State Review Meetings showing utilization and status thereof and share monthly MIS with Reporting Manager (Operation & Functional).
 - Compile State MIS and provide a dashboard indicating budget vs. actual and reasons for over/under utilization and submit along with regional MIS on a monthly basis.
 - Align budget with program activities/ outcomes, guide District Team for adherence to approved budget. Orient on budget line items and activities with operations team.
- Fund requests
 - Verify Fund Request shared by District Lead/State Lead
 - Share approved fund request with respective State Lead/ District Lead/ District F&A Associate/Specialist.
 - Analyze the fund requests for the districts (of the region) and provide analysis to HO team.
 - Analyze the fund requests for the Organic Expansion, if applicable and provide analysis to HO Team.

Accounts Management & Reporting

- **Reporting**
 - Obtain Bank Reconciliation of all Districts on a monthly basis, review reconciliation items and provide feedback to Reporting Manager (Operational/Functional).
 - Facilitate between District to District and District to HO the Branch Reconciliation of all districts on a monthly basis, ensure all the reconciling items are closed, and submit to HO and Reporting Manager (Operational/Functional).
 - Review, updating and validation of TDS Tracker and F&F Tracker of all districts on regular basis
 - Review Salary Trend, Travel Trend submitted by District FA &A Specialist/Associate and submit to Reporting Manager (Operational/Functional).
 - Review and consolidate donor specific MIS (EAC2, EAC3 etc - Multi location donors)
 - Review donor specific reports (District or Block specific) and provide reason for variance in consultation with operation team.
 - Preparation and presentation of RRPM slides.
- **Book Keeping**
 - Provide authorization of voucher of designated district/TST on a timely manner.
 - Maintain books of accounts of the designated TST (Where ever applicable)

- **Monitoring**
 - Visit the district once in every month and attend minimum one FCs Meeting at Block level.
 - Attend minimum one District Meeting every month.
 - During district visit review documents, books of accounts, outstanding liabilities, FAR, capacity building of accountants, meeting with HR & Admin, IT, DM, ledger scrutiny - BS items (Ref Check list).
 - Prepare visit report and share with DM, Reporting Manager (Operational/Functional), along with timelines for closing unresolved issues if any, and follow up & closure in the next visit.

Statutory Compliances & Audit

- Support internal auditors during internal audit process in coordination with Reporting Manager (Operational/Functional) and HO team.
- Support Statutory auditors during statutory/annual audit process in coordination with Reporting Manager (Operational/Functional) and HO team.
- Participate in Annual Books closing process with Reporting Manager (Operational/Functional) and HO team.
- Provide support in TDS, PF, PT, ESIC, FCRA, Donor Compliance etc. with HO.

Networking and Support

- Coordinate with other vertical staff for smooth functioning of A&F activities.
- Work with Operations team in planning and implementation of activities as per budget in new and existing districts.
- Attend meeting with other functions on monthly basis (RRPM).
- Maintain and ensure relationship with Bankers, for signatories up-date, all banking transactions are in line with compliance guidelines - FC and NFC.
- Follow-up of Bank Account signatories update and new bank account opening.
- Coordinate and support the audit process
- Provide required support to District Team/HO during donor visits
- Support to State Operation Lead as and when required.
- Work closely with Reporting Manager (Operational/Functional)
- Work closely across regions and HO, within the function and share best practices for improving the quality.
- Encourage new initiatives and innovations in A&F to motivate team.

Capacity Building & Team Management

- Orientation of district A&F team and other functions on finance manual, Procurement Policy and ensure compliance to the processes.
- Orientation of district A&F team and other functions on SOP's. Ensure compliance to the policies and processes.
- Orientation of Organic Expansion team and other functions about regular monitoring / capacity building process note/ document. Ensure compliance to the policies and processes.
- Orientation of Organic Expansion team and other functions on Fund Request & Utilization Reports. Ensure on time submission.
- Identify areas for capacity building of the team. Build a plan for capacity building within team internally.
- Set KRA/KPIs for the team.
- Initiate appraisal process & conduct appraisals for the staff in alignment with matrix reporting.
- Conduct finance induction to new joiners (for the region) and functional training of A&F team (for the region)
- Identify areas for capacity building for Organic Expansion team. Build a plan for capacity building, if applicable.
- Conduct finance induction to new joiners (for Organic Expansion team), if applicable
- Handhold and support to District A&F Specialist/Associates

- Orient finance policies and processes and ensure compliance, thereof.
- Liaise with district A&F Specialist/Associates on regular basis and guide/ train them on regular finance operations
- Orient district accountants on Chart of Accounts, Budget Codes, MIS, FR and other Formats.
- Improve efficiency of the District A&F Specialist/Associates through regular mentoring and guidance.
- Improve and implement Internal control system, based on internal auditors feedback/report
- Conduct trainings for across functional teams for understanding of finance policies and processes.

Desired Incumbent Profile:

Personality: Self-driven, result-oriented with a positive outlook and a clear focus on high quality output. Excellent conceptual and analytical skills. Demonstrable ability to think strategically, innovatively and practically to ensure achievement of desired change objectives. Proactive approach to problem-solving with strong decision-making capability. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. Very strong interpersonal skills and the ability to build relationships with multiple stakeholders. Empathic communicator, ability to see things from the other person's point of view. Ability to get along with variety of individuals and a team-player. Sufficiently mobile and flexible to manage travel in operational areas especially in districts which could amount to 30-40% of the time based on work need.

Work Life Balance: Must be mature and domestically secure. Able to manage travel without upsetting domestic situation. Able to work extended hours on occasions when required.

Technology skills: Must be adept in use of MS Office, particularly Excel and Word, and ideally Access or similar database to basic level, Internet and email. Open for learning and adapting to new technologies being introduced in the organization.

Specific Job Skills & Values:

- Strong understanding of the principles/ practices of accounting, auditing and financial reporting as well as of statutory requirements for NGOs
- Ability to prepare financial report and experience in Payroll processing, Audit practices, Vendor management, Banking, Statutory compliances and Budget management
- Sound contextual knowledge of organizational relationships, social and cultural constraints and realities, and environmental conditions, Right to Education, Child Psychology, and Community Motivation
- Demonstrated ability to cultivate relationships, collaborate with individuals in a culturally diverse setting and build consensus;
- Ability to multitask and perform under stress situation
- Ability to treat people equally irrespective of gender
- Integrity towards the work and ability to “know & do” what is right
- Striving to lead by performance excellence
- Working effectively and inclusively with a range of people both within and outside of the organization
- Empathy

Adherence to Code of Conduct & EG Policies:

All existing & new employees shall ensure that they at all times act in compliance with EG’s laid down Code of Conduct & adhere to all Policies of EG, including but not limited to Workplace Harassment Policy, Sexual Harassment Prevention and Redressal Policy, Child Protection Policy, Code of Conduct Policy, Whistleblower Policy, Work from Home Policy, Diversity and Inclusion Policy etc. EG has a zero-tolerance policy for all forms of discrimination.

Preferred Education Background:

- B. Com Accounting degree, MBA Finance/ Accounts
- Fluent in Hindi & English and basic knowledge of local dialect.

Preferred Work Experience:

- 2-4 years of experience in handling accounts and finance function preferably in social sector

Desired 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	