

Job Description – Deputy Manager Finance and Compliance

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| Designation | Deputy Manager Finance and Compliance |
| Location | Head Office |
| Employment type | Renewable fixed term contract |
| Report to | Deputy Senior Manager – Finance and Accounts |
| Functional reportees | - |
| Employment level | Middle |

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 and Madhya 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

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| 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

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| 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 |

Job Profile

Overview of the role:

The position will work closely with Deputy Senior Manager - Finance in management accounting and manage periodic donor reporting along with compliance

Areas of Responsibility:

Independently handle the statutory compliance under various Government norms that are applicable to organization namely Tax Deducted at Source (TDS), Profession Tax, Employees Provident Fund, ESIC, Profession Tax, Shop & Establishment Act , Minimum Wages Act, FCRA Compliance etc in **Rajasthan, Maharashtra & Madhya Pradesh**, through coordination with District, State and Regional offices

- **Ensure**
 - Payment of Challans
 - Booking under Tally
 - Returns Submission as per requirement of various Acts
 - Preparation and issuing of Certificates
 - Preparation of Tracker
 - Reconciliation between liability booked & paid on a monthly basis, location wise
 - Maintaining Registers
 - Registration / Renewal / Amendment
 - Handling Statutory Audits / Inspections
 - Liaison with Government Department
 - Collaborate and monitor enforcement of standards and regulations.
- Identify and mitigate possible Statutory compliance risks
- Keep abreast of regulatory developments within or outside of the company as well as evolving best practice in compliance control
- Assist the reporting manager in performing periodic compliance review to assess the organization compliance health and highlight risks areas
- Assist reporting manager to prepare monthly, quarterly, semi-annual and/or annual report for the donors as per the donor agreements and work closely with the Development department.
- Assist reporting manager and liaise with other departments for forecasting the budget utilization highlighting over utilization and underutilization of budget.

Preferred Education Background:

- Post graduate in Finance or Commerce

Preferred Work Experience:

- Minimum 6 years of experience in management accounting

Preferred Skill Set:

- Strong knowledge of computer that includes, but not restricted to, Windows & Microsoft Office (Excel, Word, PowerPoint etc.)
- Sound Knowledge of PF , ESI, TDS , Professional Tax, LWF Shop & Establishment Act, Minimum Wages Act & Applicable Labour Law of Rajasthan, Maharashtra & Madhya Pradesh State
- Excellent Analytical skills
- Comprehensive knowledge of accounting and accounting procedures
- Strong interpersonal skills,
- Ability to achieve results through cross team functions
- Ability to multi-task and work under pressure with tight timelines
- Preference for candidate with relevant experience and/or from non-profit sector

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