



Job Profile: General Manager Finance & Accounts

About the Organization: Established in 2007, Educate Girls' is a non-profit that focusses on mobilizing 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.

Educate Girls (EG) currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh with a strength of 2200+ employees & 13000+ volunteers (Team Balika). By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enroll 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.

For more information on the organization log on to www.educategirls.ngo

Foundation to Educate Girls Globally known as 'Educate Girls' is registered under Section 8 of the Company Act 2013.

About the role:

We are looking for an experienced Controller, to undertake all aspects of financial management, including accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. The responsibilities will include financial risk management.

As General Manager Finance, you will work closely with the CFO in implementing the finance strategy at Educate Girls.

Key responsibilities:

- Manage all accounting operations including Accounts Payable, General Ledger management, Income Recognition
- Coordinate the preparation of the budget and financial forecasts and report variances
- Prepare and publish timely monthly financial statements
- Coordinate the preparation of regulatory reporting
- Research technical accounting issues for compliance
- Support month-end and year-end close process
- Ensure quality control over financial transactions and financial reporting
- Manage and comply with government reporting requirements and tax filings
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Assist in establishing policies, and operating procedures.
- Maintain an organizational structure to effectively accomplish the department's goals and objectives.
- Coordinate financial audits and provide recommendations for procedural improvements.

- Working on funder due diligence and reviewing donor contracts. Comply with financial due diligences, and audit requirements from donors.
- Work closely with CFO in implementing the finance strategy and apprise her of the financial aspects of key proposals and projects.

Does this sound like you?

Must-haves:

- 8+ years of work experience in the financial domain.
- Master's Degree in Finance or Accounting or Business or a CA.
- Managed, lead and hired for a team of at least 3 people.
- Ability to think strategically and make decisions.
- Strong eye for detail
- Excellent communication skills in English and Hindi.

Preferred:

- Chartered Accountants highly preferred.
- Past experience working with various sectors/ industries.
- Past experience in implementing automation for the Finance function.
- Past experience heading a mid-sized company.
- Past experience working with a decentralized accounting set up.
- Ability to multitask