

## Project Logistics - Finance & Accounts Specialist

**Position Location:** Prayagraj

**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](http://www.educategirls.ngo)

### Position Overview:

The Project Logistics, Finance and Accounts Specialist will be responsible for the procurement, administration requirements & finance management of the project.

### Position Key Responsibilities:

#### Procurement

- Manage Project procurements for tangible assets and services
- Follow procurement process as per policy including requisition review, request for proposal, coordinate with procurement committee, negotiations and required documentation
- Ensure Procurement closures as per the agreed turnaround time
- Contract Management & Vendor management that includes sourcing, creating database, evaluation of vendors for procurement of required assets & services
- Orient & Liaise with Internal Stakeholders/ functional teams to ensure effective procurement management

#### Logistics

- Managing travel requirement visitors, donors and project staff by having vendor for vehicle supply and contract
- Booking hotels for stay and travel tickets for visitors, donors and project staff
- Ensuring positive travel experience for all levels of employees
- Manage logistics for internal & external events
- Verify the travel reimbursement of project staff with attendance record and certify before approval

#### Finance & Accounts Management & Reporting

- Oversee the financial operations of the project and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
- Manage financial control, prepare and analyze budgets, develop financial reports, and make recommendations to the Project Manager on budget expenditures.
- Provide financial inputs for logistics, travel and other areas of administration.
- Adhere to policies and procedures as defined in EG Financial Manual/ Procurement Manual
- Support internal & statutory auditors during internal audit process in coordination with Project Manager & Central Finance team

#### **Desired Incumbent Profile:**

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- Must conduct themselves in alignment of Educate Girls' core value of Integrity, Collaboration, Excellence, Empathy & Gender Equality
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Must be adept in use of MS Office, particularly Excel and Word, Internet and email.
- Open for learning and adapting to new technologies being introduced in the organization.
- Good communication, negotiation & articulation skills
- Sound contextual knowledge and up to date with trends of procurement & administration,
- Good knowledge and network of local vendors
- Substantial experience in all technical areas of logistics operations including procurement, transport/distribution, warehousing and stock management, office and guest house management, fleet management, asset management, communications, and security.
- Fluent in Hindi & English

#### **Preferred Education Background & Work Experience:**

- Post Graduate/Graduate (Preferably commerce, management)
- At least 2-3 years of experience handling administration, procurement, and vendor management