



Job Description – Senior Manager – Finance and Accounts

Designation	Asstt/Deputy Senior Manager – Finance and Accounts
Department	Finance and Accounts
Location	Mumbai
Employment Type	Renewable Full Time Employment Contract
Report to	Associate Director Finance
Positions reporting to this role	Manager Finance and Accounts, Accounts Officer

Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising 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.

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

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

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



Job Profile

Areas of Responsibility

Financial management

- To ensure the timeliness and accuracy of books of accounts for book keeping, payment, auditing, and taxation purposes.
- Closing books of accounts on monthly/quarterly basis ensuring correctness of timely accounting of all relevant transactions, provisions, pre-paid, depreciation etc.
- Should have complete ownership of all vendor and employee related payments and ensure accuracy and timeliness of all payments.
- To monitor procedures in respect of checking and authorizing accounts for payment, as part of the finance team.
- Review monthly bank reconciliation statements of all bank accounts and update the line manager on its timely compliance.
- To receive and deal with financial queries and enquiries from departments or district offices
- To process Foreign Remittance. Coordinating with bankers for all payments.
- To ensure effective FD management from a cash flow perspective.
- To co-ordinate operational requirements around banking i.e. bank account opening, signatory update, FD management, forex payment etc.
- To liaise with internal and statutory auditors for auditing the books of accounts and provide requisite details including audit schedules, balance confirmations etc.
- To contribute to the analysis of financial information, preparing reports and making recommendations for corrective course of action.
- To provide training sessions to finance and non-finance staff.

Day-to-Day Duties:

- Work in close coordination with the Admin Team and Accounting Team to streamline vendor payment process
- Clarify any questionable invoice items, prices, or receiving signatures
- Assemble and review invoices to be completed for payment
- Verify invoices against purchase orders and ensure goods or services were received before issuing payment to vendors
- Maintain copies of vouchers, invoices, or correspondence necessary for files
- Type periodic reports and other records
- Obtain proper information and/or evidence regarding invoice payments
- Check vendor files for any previous payments

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- General Ledger Scrutiny
- Prepare bank upload files for e payments on bank portals and ensure timely bank payment
- Reconcile bank statements
- Input daily bookkeeping and record keeping
- To ensure accuracy and timeliness of monthly payroll payment
- Maintenance and updation of Fixed Asset register
- Approval of Purchase Order after checking budget
- Ensuring Income Tax compliance from time to time
- Ensuring secretarial records are updated from time to time
- To ensure accuracy and timeliness of all statutory related payment.

General

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with company policy.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the position.

Education Background

Postgraduate degree in Finance or Commerce / CA Inter / CA

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Work Experience

Minimum 8 years of work experience in the Accounting and Finance preferably in development sector

Skills Set

- **Soft skills:**
 - Confident, self-driven and a team player
 - Ability to read, write and speak in English and Hindi
- **Technical skills:**
 - Proficiency in Windows and Microsoft Office applications especially MS Excel
 - Proficiency in Tally ERP
 - Working knowledge of ~~Income Tax Act, TDS provisions~~ Direct & Indirect Tax and Companies Act
 - Understanding of FCRA Act (preferable)
 - Analytical skills
 - Detail oriented and organized
 - Leadership abilities
 - Written and oral communication skills
 - Problem-solving skills

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Travel requirement

Willingness to travel regularly in the field – the state office/district office/village level

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