

Job Description – Manager Financial Planning and Analysis

Designation	Manager Financial Planning and Analysis (FP&A)
Department	Finance and Accounts
Location	Mumbai
Employment Type	Renewable Full Time Employment Contract
Report to	CFO

Organization Background

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.

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

Job Profile

As manager FP&A, you will be preparing financial model, strategizing, preparing annual budgets, forecasts trends & implementing financial tools. You will play a critical role in setting the efficiency indicators for the finance strategy and making comparative analysis of financial data.

Areas of Responsibility

- Play a critical role in setting the efficiency indicators for the finance strategy and making a comparative analysis of financial data
- Performing Financial Business analysis
- Combining the operations data and the bookkeeping data to make business sense for Educate Girls
- Data forecasting, budgeting, and projections
- Preparing functional monthly reports
- Creating reports that the business needs for scaling
- Presenting monthly and quarterly reports for the management
- Support the CFO in:
 - Financial modelling
 - Five-year business plans
 - Preparation of annual budgets, Efficiency indicators, Financial analysis, Cash flow analysis
- Preparation of monthly Management reporting
- Comparison of budget vs actual performance together with variance analysis of the same
- Dynamic analysis for decision making
- Financial dashboard
- Prepare presentations for management meetings, Board meetings, Finance Committee meetings, internal review.

Education Background

- MBA in Finance

Work Experience

- 5 to 7 years of business finance, corporate finance, financial planning & analysis, investment banking or other related fields

Skills Set

- **Soft skills:**
 - Excellent team player and able to manage expectations
 - Mission focused with good listening power
 - Excellent communication and presentation skills
 - Multi-tasking and managing multiple priorities
 - Ability to clearly communicate issues, status, follow up on tasks, ask right questions
 - Decision making ability – come up with solutions to critical problems
- **Technical skills:**
 - Excellent knowledge of financial modelling in EXCEL
 - Excellent understanding of accounting and finance concepts
 - Well versed with financial ratios and analysis
 - Strong power point and presentation skills
 - Strong understanding of Power BI/ Google studio/ similar data analytics tools

Travel requirement

Willingness to travel up to 25% of the time at the state / district / village level in program geographies.

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