

| Key Position Information: | |
|---------------------------|---|
| Job Title | Finance and Accounts Specialist |
| Department | Finance and Accounts |
| Position Location | Project |
| Type of Agreement | Renewable fixed-term contract |
| Position Reporting | Operational reporting- Program Lead Pragati Functional Reporting-State Finance and Accounts Sr. Specialist |
| Position Reportees | |
| Position Level | Mid Level |

Educate Girls – An Overview:

Vision- We aim to achieve behavioural, social and economic transformation for all girls towards an India where all children have equal opportunities to access quality education.

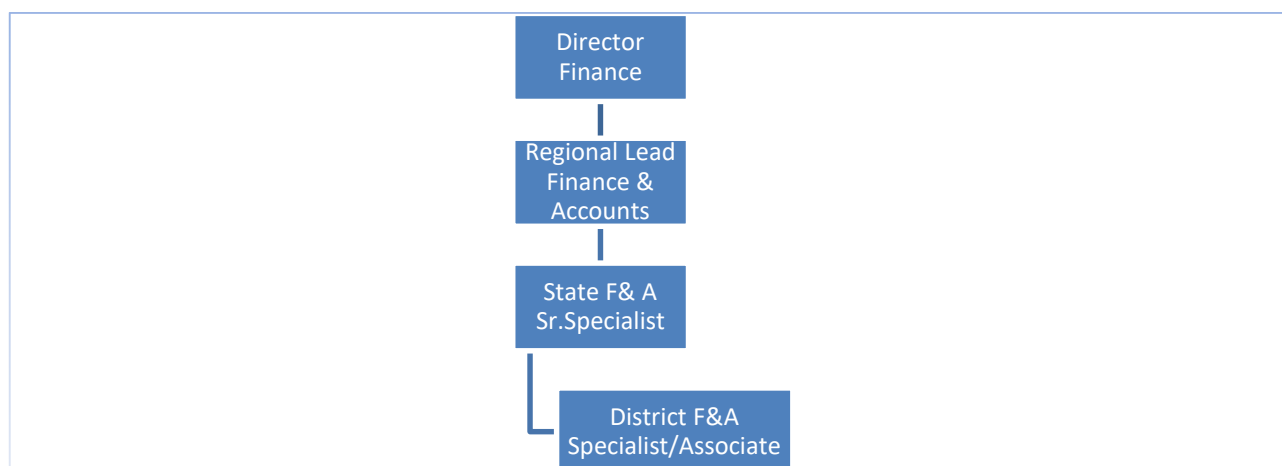
Background- Educate Girls (a project of 'Foundation to Educate Girls Globally') is a non-profit organization that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Strongly aligned with 'Right to Education Act' or the 'Samagra Shiksha' the organization is committed to the Government's vision to improve access to primary education for children, especially young girls. Educate Girls currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh. By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enrol 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.

We are at www.educategirls.ngo for detailed information on our vision, mission and programs.

Position Overview:

The District Finance and Accounts Specialist will be the finance in-charge for the district operations. The position handles the district finance flow, processes payments as per organizational policies and procedures, and manages the district bank account. This position has a matrix reporting to the District Operations Lead and functional reporting to the State Finance and Accounts Sr. Specialist/Lead.

Position in the Organogram:



Position Key Responsibilities:

Book-keeping Related

- Making payments and receipts as necessary for the business and recording them in accounting software (Tally) in a timely manner.
- Ensure outlined procedures in the Finance Policy are adhered to while making any payments (or) receiving funds.
- Make necessary journal entries as appropriate for appropriate accounting as per standard procedures.
- Ensure necessary documents are maintained for any transactions that are accounted in the software.

Banking

- Manage the bank account/s of district.
- Preparing Bank Reconciliation statement periodically as per practice

Budgeting and Reporting

- Prepare monthly fund request for the district in consultation with the district team / District Operations Lead. Prepare variance report with narratives.
- Track the fund request against utilization of funds over a period; highlight issues pertaining to variance to accounts officer.

Compliance

- Ensure legal payments such as TDS, Provident Fund, Professional Tax and Service Tax as applicable are paid in time and the reports pertaining to them are submitted on time.

Audit

- Manage and handle the ongoing communication with Auditor's office and build rapport as a single point contact.
- Coordinate in case of periodic audit visits done by auditor's office to the district and provide them with necessary information, documentation as necessary for completion of timely audit.

Others

- Maintain accurate and up-to-date books of accounts for the district
- Adhere to policies and procedures as defined in EG Financial Manual/ Procurement Manual
- Ensure all applicable statutory compliances are duly met

Desired Incumbent Profile:

Personality: Self-driven, result-oriented with a positive outlook and a clear focus on high quality output. Excellent conceptual and analytical skills. Demonstrable ability to think strategically, innovatively and practically to ensure achievement of desired change objectives. Proactive approach to problem-solving with strong decision-making capability. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. Very strong interpersonal skills and the ability to build relationships with multiple stakeholders. Empathic communicator, ability to see things from the other person's point of view. Ability to get along with variety of individuals and a team-player. Sufficiently mobile and flexible to manage travel in operational areas especially in districts which could amount to 40-50% of the time based on work need.

Work Life Balance: Must be mature and domestically secure. Able to manage travel without upsetting domestic situation. Able to work extended hours on occasions when required.

Technology skills: Must be adept in use of MS Office, particularly Excel and Word, and ideally Access or similar database to basic level, Internet and email. Working knowledge of Tally ERP. Open for learning and adapting to new technologies being introduced in the organization.

Specific Job Skills & Values:

- Strong understanding of the principles/ practices of accounting, auditing and financial reporting as well as of statutory requirements for NGOs
- Ability to prepare financial report and experience in Payroll processing, Audit practices, Vendor management, Banking, Statutory compliances and Budget management
- Sound contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions, Right to Education, Child Psychology, and Community Motivation
- Demonstrated ability to cultivate relationships, collaborate with individuals in a culturally diverse setting and build consensus;
- Ability to multitask and perform under stress situation
- Ability to treat people equally irrespective of gender
- Integrity towards the work and ability to “know & do” what is right
- Striving to lead by performance excellence
- Working effectively and inclusively with a range of people both within and outside of the organization
- Empathy

Adherence to Code of Conduct & EG Policies:

All existing & new employees shall ensure that they at all times act in compliance with EG’s laid down Code of Conduct & adhere to all Policies of EG, including but not limited to Workplace Harassment Policy, Sexual Harassment Prevention and Redressal Policy, Child Protection Policy, Code of Conduct Policy, Whistleblower Policy, Work from Home Policy, Diversity and Inclusion Policy etc. EG has a zero-tolerance policy for all forms of discrimination.

Preferred Education Background:

- B. Com Accounting / Finance degree
- Fluent in Hindi & English and basic knowledge of local dialect.

Preferred Work Experience:

- 3-4 years of experience in handling accounts and finance function preferably in social sector

Desired 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 |