

Job Description – Manager - Finance and Compliance

Designation	Manager – Finance and Compliance
Location	Mumbai, Maharashtra
Employment type	Renewable fixed term contract
Report to	Dy. Sr. Manager – Finance & Accounts
Functional reportees	None
Work with	Finance & Accounts team
Employment grade	L4

Organization Background

Educate Girls (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India’s education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, Jhalawar and Banswara in Rajasthan and Jhabua, Dhar and Alirajpur in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan and Madhya Pradesh. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Job Profile

Main Mission:

The position will work closely with Deputy Senior Manager - Finance in management accounting and manage periodic donor reporting along with compliance

Key Ares of Responsibility:

1. Review and analyze the annual budget with the work plan of locations (Head Office, State Office, Regional Offices and District Offices) and break-down the financials into monthly budget.
2. Review and analyze the location-wise financial utilization vis-à-vis monthly budget and circulate to the Sr. Management highlighting the key focus areas.
3. Recommend reconciliation between budget and financial transactions to be incorporated in books of accounts.
4. Prepare monthly, quarterly, semi-annual and/or annual report for the donors as per the donor agreements and work closely with the Development department in servicing such periodic reporting requirements.
5. Participate in scheduled monthly meetings in the field and present location-wise budget vs. utilization report to the concerned Managers.

6. Summarize financial and non-financial data to structure analytical reports on organization's financial status and draw attention towards potential risks.
7. Review and recommend creative alternatives to reduce costs and improve financial performance.
8. Develop financial models and structures most suitable for Finance and Non-Finance Managers.
9. Conduct business studies based on financial and non-financial data for comparative performance analysis.
10. Liaise with other departments for forecasting the budget utilization highlighting over utilization and underutilization of budget.
11. Identify trends of expenses as compared to the budget from Block or District to Head Office levels and advise the Sr. Management on appropriate actions.
12. Consult Sr. Management for guidance on long term and strategic decision-making and transfer the same in management information system.
13. Drive process improvement and policy development initiatives that impact the finance department in particular and organization as a whole.
14. Assist the reporting manager to keep compliance checks and perform filling of required documents under various Government norms that are applicable to organization
15. Assist the reporting manager in performing periodic compliance review to assess the organization compliance health and highlight risks areas
16. Conduct trainings of Finance & Non-Finance Managers and Executives on financial review and analysis.

Education & other required qualifications/experience/skills for the job:

1. Post graduate in Finance or Commerce
2. Minimum 6 years of experience in management accounting
3. Strong knowledge of computer that includes, but not restricted to, Windows & Microsoft Office (Excel, Word, PowerPoint etc.)
4. Preference for candidate with relevant experience and/or from non-profit sector
5. Good communication and time management skill

TO APPLY

Interested candidates with relevant experience are to e-mail their **CVs and covering letters** to jobs@educategirls.ngo

IMP:

- Please clearly state **the role and district** that you are applying for in the email subject line.
- Please clearly mention **current/last drawn compensation** and expected compensation.

For further details about organisation please visit www.educategirls.ngo

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