

TEACHFORINDIA

Job Description

Associate- Finance and Administration

Position Title:	Finance and Administration Associate	Reporting To:	Direct- CFO and Manager, Administration Partial- City Director
Function:	Finance, Administration	Level below CEO:	3
Level:	Associate	Geographical Responsibility:	City - Delhi

Position Summary

To execute the day to day operations of the finance function with respect to payment disbursement and management of books of accounts and manage infrastructure, events and administration for the city of Delhi.

Primary Responsibilities (80% of time)

1. To provide for petty cash for each location based on budget.
 2. To update and maintain financial MIS for the organisation.
 3. To update City Directors and functional leaders with respect to budgetary norms and usage on a regular basis.
 4. To maintain and record entries in the books of accounts regularly.
 5. To disburse salaries and reimbursements on time.
 6. To disburse vendor payments as per instruction from department leaders / City directors.
 7. To support in creating and working with SLAs for each financial process.
 8. To manage all bank transactions with respect to deposits and withdrawals with supporting approvals.
 9. To manage PAN notifications and taxation norms for all financial transactions.
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1. To assist the City Director in setting up the Delhi site.
 2. To plan logistics for recruitment events in the city, ie, arrange meetings, schedule event dates.
 3. To coordinate selection process in the city, ie, identify and confirm locations for selection in the city, schedule and manage selection dates, manage selection staff, ensure availability of selection materials.
 4. To assist with general operations involved with training, ie, locate training locations, set up training institute, coordinate scheduling and other logistics of training.
 5. To perform general administrative tasks such as identifying office space in the city; purchasing office supplies; securing computers; and setting up email accounts within the budget provided from the corporate office.
 6. To provide administrative support including scheduling meetings and conference calls, maintaining calendar, arranging travel, managing correspondence.
 7. To oversee the establishment and administration of contractual agreements with external vendors and suppliers.

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Additional Responsibilities

1. To support Development in financial analysis for fund-raising proposals etc.
2. To provide support in budgeting of special events.
8. To drive and participate in special projects to support the team in reaching its ambitious goals.
9. To assist the Development function in coordinating fund-raising events in the city.
10. To assist HR in coordinating formal staff / Fellow events.
11. To assist Marketing in ensuring marketing materials are available in the location at all times.

Knowledge, Skills and Abilities

Preferred Edu. Qual.: Graduate

Preferred Experience: 2 +years

Skill sets:

1. Negotiation skills
2. Operational management skills
3. Strong on resourcefulness