

## Job Description- Finance Volunteer

### About Atma:

Atma provides strategic solutions to help education NGOs scale. Each year, we choose a cohort of organisations to become partners, and provide them with up to three years of holistic consultancy support & management expertise. Atma recruits professional volunteers from around the world to execute projects with our partner organisations.

<b>Location</b>	Remote
<b>Time Commitment</b>	3-6 hrs/day, 3 Months (minimum)
<b>Reporting To</b>	Atma Consultant

<b>Possible Projects</b>	<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>● Annual Budgeting</li> <li>● Budget Projections</li> <li>● Budget Tracker</li> <li>● Cashflow Management</li> </ul>	<ul style="list-style-type: none"> <li>● Assess financial needs and cash flow requirements</li> <li>● Develop a robust and basic financial management system with a focus on budget preparation, forecasting, financial planning and analysis</li> </ul>
<ul style="list-style-type: none"> <li>● Compliance Calendar</li> <li>● Financial Audit</li> <li>● Financial Management</li> <li>● Accounting Handbook</li> </ul>	<ul style="list-style-type: none"> <li>● Complete a thorough financial audit</li> <li>● Develop financial procedures, internal controls and systems</li> <li>● Review, implement and document financial policies</li> <li>● Establish an effective filing system which can provide easy access to information and proper documentation of all financial requirements</li> </ul>
<ul style="list-style-type: none"> <li>● Tally Set Up</li> </ul>	<ul style="list-style-type: none"> <li>● Set up accounting software Tally.</li> <li>● Train leadership in the use of Tally.</li> </ul>

<b>Skills &amp; Competencies</b>	Specialised experience in accounting/finance, knowledge of finance software, eye for detail
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