

Job Description: Finance and Admin Executive

Atma is an accelerator for Education. Our vision is to ensure quality education for all children and we do this by accelerating the impact of NGOs working in Education. We provide hands-on and customised capacity building support to NGOs to enable them to sustain, strengthen and scale. We operate via two primary programmes - Accelerator & Lab.

So far, we have built the capacity of over 90+ NGOs across various geographies in the last 15 years through our high intensity programme offerings. We work with over 1000 NGOs a year through our low intensity offerings.

The Finance and Admin Executive will be focusing on the daily accounting, compliance and administration tasks in order to ensure effective and efficient running of operations.

Location	Mumbai, India
Time Commitment	Full Time
Reporting	Finance Manager

Key Responsibility Area

Accounting, compliance and banking

- Tally entries as per an excel statement summary of monthly income and expense.
- Preparing salary statement with applicable TDS, EPF workings.
- Checking staff reimbursements with supporting documents & following up on the pending documents/approvals.
- Assisting with year end audit - including but not limited to Printing ,Stamping & Scanning of Traveling to Trustee & other office places for signing the documents.
- Working on Audit Reports/ Financials/ forms/ documents for FCRA/Income Tax/Charity Commissioner compliances and visit authorities/ Offices for submission including the taking sign of Trustees.
- Depositing Cheques in the bank and submitting bank forms regularly as per requirements.

Office Administration and Operations

- Visit the Pune LFE office for Fixed Assets
- Keeping a check on Laptops, repairs, arranging Courier for Laptop Transfers and Keeping Records.
- Organise, monitor and take care of Virar Office with regular pest control and cleaning.

- Assisting with staff travels, including but not limited to booking meeting rooms, Air Ticket/Hotels for Staff Members with checking approvals.

Documentation

- Maintain Fixed Assets of Virar with Photos & Updating register.
- Scanning old files and saving them in the online drive.
- Issue Partnership Fees Invoices/Payment Receipts & Sending Partner.
- Sending emails to partners regarding TDS reconciliation.

Qualifications & Experience

- Graduate (could be undergraduate if has enough experience as mentioned in the below point)
- 0-2 years of relevant work experience across areas such as accounting, income tax compliance, office administration and operations, etc.
- Preferred candidate from Mumbai staying in the western line.

Term and compensation

- The arrangement will be a contract for 3 months starting April 2023. The duration of the arrangement may be extended based on the work requirements.
- The candidate will be paid a gross fee of ₹ 10,000-12,000 per month subject to the applicable TDS as per the Income Tax Act, 1961.

Skills

- Strong interpersonal skills and ability to communicate with multiple stakeholders such as team members, compliance authorities, board members, etc
- Decent written and verbal communication skills
- Proficient use of MS Office (Excel, Powerpoint, Word) and Google Suite (Docs, Slides, Sheets)
- Strong data management skills
- Strong documentation skills

Desired Competencies

- Takes initiative
- Is an organised thinker
- Is curious and a learner
- Uses limited resources to deliver unlimited results
- Attention to detail

If interested in applying for this position, please email your resume to careers@atma.org.in



Atma's Policy on Child Protection and Safeguarding

Atma has a strict zero tolerance policy towards child abuse or anyone who abets such abuse. The guiding principle of this policy is that the protection of children is always the overriding consideration in all actions by Atma Employees, Associates and Consultants. The Atma Child Protection Policy is a statement of the expectations Atma has of its employees, associates and consultants when they come into contact with children. Associations with anyone found to be engaging in abusive and exploitative relationships or interactions with children will be broken.