



## **Job Description: Operations 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 Operations Executive will be focusing on the daily operations and administration tasks in order to ensure effective and efficient running of activities at Atma.

Location	Mumbai, India (Hybrid model)
Time Commitment	Full Time (10am - 5 pm, Monday to Friday)
Reporting	Finance Manager and HR Associate

<b>Key Responsibility Area</b>
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- Review of donor agreements in order to document the donor requirements and terms for fund utilisation in a standard format.
- Maintenance of donor documentation and issuing 80G receipts through ERP4impact platform.
- Assist in tracking, monitoring and reconciliation of donor fund utilisation on a monthly basis.
- Fortnightly review of reimbursements claims raised by team members on Salesforce and audit of supporting documentation.
- Assist with compliances to be undertaken by Atma i.e. filling of Report templates/ Financials forms/ documents for Charity Commissioner compliances/ FCRA/Income Tax/ and visit authorities/ Offices for submission of documents/ hearings based on information provided by Finance Manager.
- Performing banking tasks including but not limited to depositing Cheques in the bank; communication with Bank Relationship Manager for obtaining necessary statements and submitting bank forms regularly as per requirements.
- Prepare salary slips and leave trackers for team members on a monthly basis.
- Assist with Employee onboarding document collection and maintenance.
- Assist HR team with undertaking screen calls during recruitment requirements.
- Assist with printing; photocopying, courier for meetings, obtaining trustee signatures for meetings/ authority visits.
- Assist to keep a check on Laptops, repairs, arranging Courier for Laptop Transfers and keeping records.
- Visit Virar office once a quarter to - (i) Organise, monitor and take care of Virar Office with regular pest control and cleaning, (ii) Reconcile Fixed Asset Schedule with details like Fixed Asset No., location, picture.
- Assisting with logistic requirements including but not limited to (i) meeting rooms/ co-working spaces for internal team meetings; (ii) staff travels bookings including but not limited to booking meeting rooms, Air Ticket/Hotels for Staff Members with checking approvals (iii) Atma events such as graduation/ offsite/ donor meetings.
- Assist with maintaining documents with regards to governance and compliance including digitisation of old admin and governance documents.
- Coordinate with stakeholders like Board members, staff, regulatory authorities, auditors in the course of undertaking the above work.
- Assist with any other administrative tasks as required to ensure the smooth and continuous operations.

### **Qualifications & Experience**

- Graduate (could be undergraduate if has enough experience as mentioned in the below point)
- 0-2 years of relevant work experience across office administration and operations, etc.
- Preferred candidate from Mumbai.

### **Term and compensation**

- The arrangement will be a contract for 6 months starting September 2023. The duration of the arrangement may be renewed/ extended based on the work requirements and performance.

- The candidate will be paid a gross fee of ₹ 12,000-15,000 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](mailto: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.