

# WE ARE HIRING!

## LEAD CONSULTANT, OPERATIONS



A T M A

Great Place To Work®

Certified  
DEC 2023 – DEC 2024  
INDIA

### Who can apply?

Graduate/ Postgraduate in HR, finance, business administration/ management or related fields with 8-10 years of experience, including 4-5 years in a managerial/ leadership role overseeing HR, finance and operations. Strong understanding of HR best practices and financial management is essential. Prior experience in the social sector is preferred.

**Location** - Flexible- Anywhere in India

**Work Type** - Hybrid (Virtual working plus travel for meetings/ events)

**Duration** - Indefinite

**Salary range** - ₹ 12.50 to 13.50 LPA + PF + Medical insurance + Allowances \*\*

\*\* Final CTC to be offered will be based on various criteria including relevant exp.. Current CTC etc.

**Reports to** - Chief Executive Officer



### About Atma

Founded in 2007, Atma is dedicated to building the capacity of NGOs by enhancing their knowledge, skills and processes across 10 organisational development areas. Our approach is centered around:

- **Tailored Support:** We provide personalised, one-on-one guidance to NGOs, developing customised strategies and action plans that align with their unique goals and challenges, ensuring long term sustainability.
- **Collaborative Partnerships:** By partnering with committed donors and sector intermediaries, we amplify our impact and extend comprehensive support to a larger number of NGOs, achieving more together than we could alone.
- **Outcomes-Oriented Approach:** Atma employs a data driven methodology of continuous review, learning and improvement across all programmes, fostering better accountability and commitment to achieving impactful outcomes.

Our Current Programmes Portfolio:

- **Accelerator:** Providing customised, intensive support to NGOs over 3 months to 3 years, focusing on organisational development to enhance capacity and drive growth in the social sector.
- **Lab:** A collaborative hub partnering with funders, sector intermediaries and volunteers to foster innovation, develop resources and build human capital for NGO capacity building across India.
- **Volunteering Programme:** Connecting skilled professionals with NGOs to address capacity building needs, expanding the social sector's access to a diverse talent pool.

Beyond these core programmes, we offer webinars and workshops on relevant topics for the sector and NGOs. Additionally, we work on ecosystem-building initiatives and advocate for capacity building to create a supportive environment for NGOs to thrive and maximise their impact.

### Purpose of the Role:

The Lead Consultant, Operations will play a critical role in driving operational excellence and strategic growth at Atma. The Lead Consultant will be responsible for overseeing and enhancing Atma's HR, Finance and Administration functions, ensuring the effective implementation of strategies, policies and processes. By providing strategic guidance and mentorship to the operations team, the Lead Consultant will contribute to creating a supportive and efficient work environment that enables Atma to achieve its mission through delivering high impact programmes. The Lead Consultant, Operations will be a key driver in ensuring that Atma has the operational foundation, financial stability and human capital necessary to create impact in the development sector.

### Main Responsibilities:

#### **Human Resource:**

- Develop, implement and maintain HR strategies, policies and procedures aligned with organisational goals, in collaboration with the Associate Consultant, HR.
- Oversee talent acquisition, onboarding and employee experience.
- Manage the performance management system process at Atma, ensuring effective implementation and alignment with organisational objectives.
- Ensure compliance with applicable labour laws and regulations including but not limited to POSH, Employee Provident Fund, Gratuity, etc.



- Lead the planning and organisation of employee wellbeing activities/ meetings/ initiatives/ events and maintain high team engagement (team bonding spaces, meetings, connect days, offsites, etc.).
- Plan and oversee the implementation of Learning and Development (L&D) initiatives at Atma in collaboration with the leadership team and monitor their effectiveness while efficiently managing and tracking the L&D budget.
- Provide guidance and support to managers and employees on HR-related matters, ensuring consistent application of policies and procedures.
- Handle conflict resolution and grievance redressal effectively, ensuring fair and timely resolution of employee concerns and maintaining a harmonious work environment.

### **Financial Management:**

- Collaborate with the Finance Manager to implement proper accounting and reporting structures for the organisation
- Drive the annual budgeting process, gather inputs from department heads, ensure timely completion and submit the budget to the Charity Commissioner.
- Conduct comprehensive reviews of cash flow positions, analyse variances and ensure optimal fund utilisation.
- Monitor fund allocation for expenses, ensuring strict adherence to predefined budgets and donor agreements.
- Monitor compliance with regulations, including TDS, EPF, FCRA, Charity Commissioner and other statutory requirements.
- Coordinate all donor reporting, including issuance of fund utilisation and 80G certificates.
- Lead the statutory audit process, ensuring timely completion, addressing queries and implementing recommendations.

### **Leadership at Atma:**

- As a leadership position at Atma, contribute to strategy development and foster a strong organisational culture aligned with Atma's values and mission.
- Ensure that HR and Finance processes are being run optimally from a cost, time and resource standpoint at Atma. Seek to improve the functioning of these departments by exploring tech solutions, outsourcing and more efficient ways of running Operations at Atma.
- Design and conduct employee satisfaction/ engagement surveys, analyse survey data to derive actionable insights and formulate strategic recommendations.
- Spearhead initiatives to obtain and maintain prestigious workplace certifications.
- Participate and lead organisation level team meetings, discussions, gatherings and celebrations.

### **Administration and Operations:**

- Ensure efficient and effective operations across the organisation to support the overall team to implement Atma's programmes.
- Develop and implement operational systems to streamline administrative processes related to HR (staff communication, letters, meetings), finance (Salary processing, reimbursements, bank account management) and operations (technology, database, etc.).
- Supervise the storage and management of Atma's assets and the office space (Virar office) along with the assistance of the Operations Executive.

### **Stakeholder Management and Governance:**

- Build and maintain strong relationships with internal and external stakeholders.
- Coordinate and facilitate Board and committee meetings, including scheduling, preparing agendas and distributing relevant materials.
- Collaborate with other teams to ensure seamless operations and support.
- Represent Atma in relevant forums, networks, regulatory authorities and NGO bodies related to operations, HR, and finance.

### **Team Management and Development:**

- Maintain extensive knowledge of current and best practices in HR and finance domain in the social sector.
- Ensure continuous updates and knowledge transfer within the Finance and HR teams, fostering a culture of learning and staying ahead of industry developments.
- Provide strategic guidance and mentorship to the operations team including identification and implementation of learning and development initiatives to enhance their skills and knowledge.



## Expected Skills, Knowledge and Expertise

### Skills

- Strategic thinking and problem-solving: Ability to develop and implement effective strategies, analyse complex situations and provide innovative solutions to drive excellence.
- Leadership and people management: Strong leadership skills to motivate, guide and develop team members.
- Communication and interpersonal skills: Excellent verbal and written communication skills to effectively interact with various stakeholders, build strong relationships and facilitate collaboration.
- Empathy and emotional intelligence: High level of empathy and emotional intelligence to understand and support the needs of team members, foster a caring and inclusive work environment and effectively manage sensitive situations.
- Analytical and data-driven: Proficiency in analysing financial and HR data, identifying trends and making data-driven decisions to support organisational goals.
- Adaptability and flexibility: Capacity to adapt to changing circumstances, handle ambiguity and work effectively in a dynamic and evolving environment.

### Specific Knowledge and Experience

- HR management: In-depth knowledge of HR best practices, talent acquisition, performance management, employee engagement and learning and development.
- Financial management: Strong understanding of financial planning, budgeting, reporting and compliance.
- Labour laws and regulations: Familiarity with applicable labour laws, employment regulations and statutory compliance requirements.
- Tools and software - Familiarity with accounting software, ERP systems, HR information systems, databases management/analysis tools. Google Suite and automation tools.
- Operations and administration: Expertise in streamlining processes, managing facilities and overseeing administrative functions to ensure efficient operations.
- Stakeholder management: Experience in managing relationships with diverse stakeholders such as board members, donors, partners and regulatory bodies.
- Project management: Experience in managing multiple projects, streamlining processes and implementing new initiatives.
- Social sector experience: Knowledge of the social sector and capacity building/ organizational development (Preferred)

## Key Stakeholder

### Internal

- Atma Staff (general)
- Atma leadership team
- Finance Manager
- Associate Consultant, HR
- Operations Executive
- Chief Executive Officer
- Atma Board Members

### External

- Regulatory authorities (e.g., Charity Commissioner, FCRA)
- Auditors and legal advisors
- HR & finance associations/ networks/ platforms
- Job candidates/ potential hires
- Educational institutions/ placement organisations
- NGO partners and staff
- Donors leads/ POCs
- Sector Collaborators
- Vendors and service providers

## Why join Atma?

Joining Atma means stepping into an environment tailored for the modern professional, where our commitment to flexibility ensures you can balance work and life effectively, fostering a healthier work-life integration. Rooted in our core values of excellence and integrity, we prioritise team culture and bonding, offering offsite gatherings, in-person meets, and virtual team spaces to keep our team closely connected and engaged. We provide extensive learning and development opportunities, empowering you to excel in your role and beyond, with a focus on cross-functional learning and upward mobility. Additionally, recognising the importance of maintaining well-being, we offer appropriate leave structures and annual downtime to recharge and rejuvenate. Join us in a workplace that values your holistic development, fosters strong relationships, and champions your professional growth and well-being.



### **Hiring Process**

- Application through google form
- Screening of profiles for eligibility criteria
- Prewrite assignment upon shortlisting
- Panel Interview upon meeting assignment benchmark score
- The complete process will take 25-30 days

**If interested in applying for this position, please submit your profile by clicking on this link -**

**<https://forms.gle/EBSqCFaKwTDg7uLk6>**