

# STiR education

Reigniting intrinsic motivation in teachers & education systems



**Appointment for  
Finance Officer, Delhi**

# About STiR Education

STIR Education is a fast-growing international education NGO currently operating in India & Uganda. Where many see a global learning crisis, we see a unique opportunity to empower a promising young generation to reduce unemployment, increase life expectancy & bring an end to extreme poverty. And we think teachers are the light that can lead the way.

## Vision

At STIR we are working towards a world where teachers love teaching & children love learning. This is because we believe it's a moral & economic imperative that every child, everywhere, has a teacher who cultivates the joy of lifelong learning.

## Mission

STIR supports education systems to ignite intrinsic motivation in teachers & officials through teacher networks. Our approach strengthens leadership, improves teaching practice, increases student learning & boosts financial efficiency for the education system.

## Values

How we approach our work is as important as what we do and our core values guide the way:

**Humility** | We don't have all of the answers upfront.

**Ownership** | We empower each other with high expectations and support.

**Openness** | We will listen, learn and improve, and lead through obstacles.

**Purpose** | We're united by a shared vision we'll build and achieve together.

## Team & partners

Since our founding in 2012, we've grown into a vibrant team of almost 100 people working across the UK, India & Uganda. Our cross-cultural group has a strong mix of education, business & social entrepreneurship experience, and hails from the likes of Teach First, Teach for India, Google, J-PAL, Save the Children, Gandhi Fellowship, Educate!, Booz & Co, Citibank, & Tech Mahindra. We are supported by 18 of the world's leading foundations & development agencies, including DFID, USAID, Mastercard, MacArthur, Ikea Foundation, Dubai Cares & UBS Optimus.

## The opportunity – Finance Officer, Delhi

This role works within the Finance and Administration team where you will deal with a wide variety of stakeholders and processes to ensure the smooth running of STIR's operations. You will need a keen attention to detail and have a strong ability with data and numbers so you can ensure STIR's financial transactions are recorded accurately and processed correctly. Reporting to the Associate Head of Finance (India) the role will work closely with both finance and non-finance team members.

## Role & responsibilities

The Finance Officer will:

- Checking of vouchers and making Tally data entries,
- Reconciliation of bank statement, vendors and other accounts
- Processing vendor payments, reimbursements to the staff, issue of advances
- Accurate voucher filing on a monthly basis, including numbering in tally, attaching tally print outs and arranging in a serial order
- Co-ordination with the programme teams for timely closure of pending vouchers
- Preparation of accurate Financial Information Statements (FIS) monthly and consolidated – as per the needs of the organisation.
- Preparation of accurate financial reports for funders as required
- Follow up and implementation of recommendations made by auditors (statutory/internal/funders)
- Scrutiny of advances
- Prepare Board resolutions relevant for Accounts and Finance where required
- Financial monitoring for STIR NGO partners including assessment of financial systems and statutory compliances of NGO partners, analysis of financial reports sent by NGO partners
- Audit of accounting and financial management systems and monitoring of grant utilisation.
- Any other need as defined by the organisation

## Required skills & experience

The Finance Officer position is based in Delhi & reports to the India Associate Head Finance.

The ideal candidate also has:

- 3+ years of work experience
- Strong identification with the STiR values
- Good interpersonal and communication skills (written and verbal)
- Ability to work under pressure
- Excellent Tally & Excel skills
- Fluency in English and Hindi
- Intrinsically motivated to learn and grow
- Knowledge of current compliance requirements preferable (for example TDS, GST , PF, ESI , ROC Filing, Annual Returns, Monthly , Quartile NGO Compliance )
- Capacity to work hard and keep commitments
- Capacity to learn, adapt & thrive on feedback in a fast-paced environment

## Remuneration & Benefits

A consultancy fees of ₹37,548 per month (₹4,50,576 per annum) will be paid for your service (subject to relevant taxes at source), along with Medical Insurance for yourself, spouse and up to three children

## Application process

If your skills, experience & priorities align with STiR's vision, mission & values, we welcome you to [begin the application for Finance Officer, Delhi](#). The full interview process will include a variety of additional tasks & assessments. And we look forward to taking the next step with you.

