APPOINTMENT FOR FINANCE & ADMIN MANAGER
ABOUT STIR EDUCATION

Education systems today must prepare every child, everywhere, to thrive in a world of ‘unknown unknowns’. Children and young people today face a world of ‘unknown unknowns’. To succeed, they need to develop a love of learning which has been recognised in the development plans of many emerging countries.

STiR is an international NGO that partners with governments to reignite intrinsic motivation in teachers and officials, to role-model the foundations of lifelong learning for every child through teacher networks. Our vision is a world where teachers love teaching and children love learning. We’ve identified five core foundations that enable lifelong learning - namely safety, engagement, curiosity and critical thinking, self-esteem, intentional teaching. These foundations are supported by a deep body of global evidence.

In our sixth full year of operations, we are working with 200,000 teachers and 4.7 million children across 60 districts in India and Uganda. Over time, we expect to see officials and school leaders developing the foundations of lifelong learning. They will spend more time in schools supporting and understanding teachers. And recognise their crucial role in driving improvements. We have developed an innovative set of measurement tools – in partnership with groups like the World Bank – to measure this progress on a monthly basis through a data app, and through an annual external longitudinal research study led by a leading JPAL affiliate professor.

Other organisations are doing great work on direct training programmes and curriculum reform. From reading programmes to adaptive learning software, these ‘seeds’ will be essential in improving education systems. But there are almost no interventions that focus on the ‘soil’ – the intrinsic motivation of teachers and officials in systems. At STiR, we recognise that this soil is just as important. Without fertile soil, seeds cannot grow and flourish. It’s our unique contribution to achieving Sustainable Development Goal 4.

OUR 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 the answers upfront.

Ownership – We empower each other with high expectations & support.

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

Purpose – We’re united by a shared vision we’ll build & achieve together.
FINANCE & ADMIN MANAGER, INDIA

THE OPPORTUNITY
STiR Education is looking for a Finance and Admin manager based in New Delhi, India. This role forms a vital part of STiR’s operations and will provide crucial support to the key finance and administrative functions. The candidate will report to the Associate Head – Finance & Administration and will support to continuously improve financial systems and processes to be timely, accurate and responsive to the organisation’s needs.

ROLES AND RESPONSIBILITIES

1. Compliance & Audit
   Compliance - Monitor and ensure that all Financial and Accounting transactions are compliant with Organisational policies/guidelines as well as the Statutory rules and regulations (FCRA, Income Tax, etc) and ensure timely submission of records to various government authorities.
   - Support Associate Head of Finance for prompt resolution of any non-compliance/issues highlighted in the internal reviews and external audits.
   - Review and ensure taxes are paid and timely returns are filed.

   - Manage the organisation’s ERP system (Define User rights, server management, Security management, Back-up management, Customization in ERP, Closing Books, Troubleshooting in ERP)
   - Review and ensure all accounting entries are posted in line with organisation’s budgets and cost centres.
   - Review Books of Account on a monthly basis and ensure that any rectification entries are made and approved by Associate Head, Finance.
   - Review Payment batches, Reimbursement Claims & Vendor payments.

3. Budget Preparation & Management
   - Support the Associate Head of Finance during the development of organisation budgets and annual plans/objectives for function.
   - Monitor and ensure that all financial transactions are as per the approved budget.
   - Support the Associate Head of Finance for preparation of monthly MIS Reports.
   - Verify periodic Financial Reporting prepared by Finance executives.

4. Operations
   - Lead on co-creating Admin/IT Manual.
   - Prepare and coordinate for monthly IT/Tech Reports.
   - Prepare and ensure implementation of Admin Processes & Flow across all geographies.
• Line manage Senior Admin Coordinator and ensure smooth office operations, travel, logistics, vehicle arrangements, banking and payments including travel advances & staff advances, international travel, insurance management (GPA, GMC, TPA) and HR support.
• Lead the process of procurements (Goods & Services)
• Manage all Vendor agreements.
• Ensure Fixed Asset Inventory list is updated and conduct annual physical verification.
• Support Associate Head of Finance in Finance & Admin Trainings/Refresher Sessions.

5. Contribute to the development of an overall culture at STiR that is in line with our organisational values
• Make sure that the relationships you build and all training and support you provide and are in the STiR spirit and in line with our values
• Ensure integrity and accuracy in your work through role modelling ownership, attention to detail and high expectations.
• Role model professionalism and effective collaboration across teams at all times and ensure STiR’s resources are used as effectively and efficiently as possible.
• Demonstrate a hunger to learn, grow and take ownership of your own development

REQUIRED SKILLS AND EXPERIENCE
• The candidate must hold a Masters in Finance/CA Inter/MBA with an experience of at least 6-7 years in a Not for Profit organization.
• Excellent knowledge of Tally and MS Office. Proficiency in Excel is a must.
• Experience of working on any ERP is desirable.
• Experience of budgeting and managing finances in a fast-changing environment.
• Ability to work with a high functioning team and communicate clearly to diverse audiences
• Strong attention to detail and to see things through to a very high standard
• Strong communication, planning and project management skills.
• Strategic thinker with the ability to translate ideas into action.
• Strong identification with STiR values.
• Ability to learn and adapt rapidly based on feedback.

REMUNERATION AND BENEFITS
A consultancy fees of ₹ 73,796/- per month (₹8,85,550/- per annum) will be paid for your service (subject to relevant taxes at source), along with Medical Insurance for yourself, spouse and up to two children.

APPLICATION PROCESS
If your skills, experience & priorities align with STiR’s vision, mission & values, and you want to grow with STiR’s journey, please apply here for the role of Finance & Admin Manager. The full interview process will include a variety of assessments and interviews. The last date for applying is the 8th of October 2021.