APPOINTMENT FOR SENIOR MANAGER-FINANCE, INDIA
ABOUT STIR EDUCATION

STIR Education is an international NGO that supports education systems to reignite intrinsic motivation so that every child, teacher and official is motivated to learn and improve. At a practical level, that means we support governments to reignite intrinsic motivation in teachers and local officials, through teacher networks. Our vision is a world where teachers love teaching and children love learning. Since 2012 we have reached 200,000 teachers and 6 million children across 70 districts in India and Uganda and have recently launched our programme in two districts in East Java, Indonesia.

OUR MODEL

We achieve this through a five-year learning partnership with an education system, where we align all levels of the education system (officials, teachers and children) around the goal of increasing intrinsic motivation.

Practically, this means that teachers undergo monthly network meetings with about 20 to 30 local peers. Through these meetings they’re supported to develop their practice in areas ranging from effective questioning to creating warm but orderly classroom routines – all designed to create a more effective relationship between the teacher and child. In doing so they develop a sense of autonomy (the sense they can change things), mastery (sense of getting better as a professional) and purpose (reconnecting emotionally with their peers and students) – the key drivers of intrinsic motivation.

District officials undergo a training and coaching programme that motivates and supports them to prioritise, run and monitor the teacher networks and a close partnership with the state or national government enables the government to align this intrinsic motivation approach within their priorities, structures and systems.

The approach is run by the government from day one and after about five years of partnering with an education system we hope to have embedded a culture of improvement at all levels for the system to continue to strengthen itself. We typically allocate one member of our own staff per district to train, energise and coach the district officials running the approach, and a small team at the national or state level.

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.
SENIOR MANAGER -FINANCE, INDIA

THE OPPORTUNITY

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

STiR Education is currently preparing to transition to align with the strategy in context to our vision and mission in India. This position will be required to support in the transition as well as lead on setting up the entity with support from the central team.

ROLES AND RESPONSIBILITIES

1. Accounts, Finance & ERP Management

- Manage the organisation’s ERP system /software’s (Tally ERP & SAP) and ensure smooth operations i.e. Define User rights, server management, Security management, Back-up management, Customization in ERP, Closing Books, Troubleshooting in ERP/SAP and Maintenance of Power BI.
- Review and ensure all accounting entries are posted in line with organisation’s policies, budgets and cost centres.
- Support in preparing & monitoring the annual Organisational Budget and working closely with the different functional heads for optimum utilisation of resources & prompt reporting.
- Review Books of Account on a monthly basis and ensure that all rectification entries are done and approved by Senior Associate Head, Finance.
- Review Payment batches, Vendor Invoices, Reimbursement Claims & Vendor payments and Payment processing.
- Act as POC (point of contact) for the Bank officials for seamless operations including setting up banking operations for FCRA.
- Support the process of organisation’s transition towards seeking FCRA registration.
- Prepare the relevant MIS, as required by Internal & External Stakeholders (including but not limited to CSR Reporting) for Reporting & Compliance purpose, on a timely basis.
2. **Lead and drive the Legal Compliance & Audit**

- Monitor and ensure that all Financial and Accounting transactions are compliant with Organisational policies/guidelines and are consistent with all the requirements of taxation legislation and statutory obligations in India.
- Filing of all the applicable Statutory forms and Returns, as mandated by the Income Tax, Companies Act, FCRA etc.
- Manage statutory compliances related to CSR investments and support newer initiatives to ensure financial and statutory ease.
- Take lead on Internal, Donor & Statutory Audits and Donor Due-Diligence processes.
- Work closely with empanelled experts, CA and CS to ensure complete documentation to move ahead with FCRA Registration.
- Prompt in preparing required documents for the Board Meeting with Board of Directors and the same is converted as per the schedule.
- Support Senior Associate Head of Finance for prompt resolution of any non-compliance/issues highlighted in the internal reviews and external audits.

3. **Other Support**

- Monitor and ensure that all financial transactions are as per the approved budget.
- Regular capacity building of the programme team on the entity’s policies & legal compliances
- Support the Country Director in day to day operations as a business partner

4. **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**

- CA (at least two years of work experience post qualification) /Post Graduate in Accounts and Finance/MBA with at least 5 years in a Not for Profit organization.
- Excellent knowledge of Tally and MS Office. Proficiency in Excel is a must.
- Experience of working on SAP is desirable.
- Experience of budgeting and managing finances in a fast-changing environment.
• Experience of working in CSR/FCRA Registered organisations is desirable.
• 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 ₹ 1,24,036/- per month (₹ 14,88,432/- 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 Senior Manager – Finance. The full interview process will include a variety of assessments and interviews. The last date for applying is the 12th of July 2023.