



Role: Finance Associate – India School Leadership Institute (ISLI)	Reporting to: Finance Manager
	Location: Mumbai

Summary:
The Finance Associate will be responsible for general financial oversight, financial planning and budgeting , financial reporting, accounting, MIS and control of fixed assets. The Finance Associate will support the Finance Manager in a variety of operational decisions

Fund/Cashflow Management

Accounting & Budget management

Cost management

Financial Analysis and monthly MIS

Job Responsibilities

- Prepare, support & maintenance of existing management information systems (MIS) and Monthly closing of the financial accounts, MIS dash boards
- Creating & updating process notes for different Finance systems & suggesting changes for improving efficiency
- Perform data analysis & prepare MIS report for donors & internal communication on periodic basis.
- Assist in capital and cash flow projection to know cash position for operational needs
- Daily Book keeping and data entry in popular accounting softwares (e.g Netsuite, Tally ERP, etc.)
- Handling and accounting of petty cash.
- To assist the Finance Manager in preparing the budget for future years, grant proposals & annual audited financial statements
- Will assist the Finance Manager to share budget and communicate with teams as required to ensure they operate within the budget
- Communicate regularly with Finance Manager & Finance Head regarding variables in spending
- Update the budget regularly in accordance with any changes made to the programme and operations
- Ensure use of funds complies with conditions set by funding bodies
- Manage payments made to external vendors, partners, employees etc
- Knowledge of all types of statutory payments .
- Ensure proper records are kept and filing of documents on regular basis.
- Ensure required insurances are in place & fixed asset register is maintained

Qualification & Experience

- Bachelor's or masters equivalent degree required, preferably in Commerce, Financial accounting stream
- Minimum 2-4 years of experience



- Should have an outstanding knowledge of electronic spreadsheets (V Look up, H Look up, Pivot tables)
- Well versed with all statutory (TDS, GST, EPF, ESIC, PT, Statutory bonus, Gratuity) rules and regulations and hands on experience in online filing and payments of monthly, quarterly, half yearly and annual returns

Additional skills

- Excellent communication skills
- Excellent financial modeling skills
- Excellent analytical skills
- Accounting Skills
- Excellent Microsoft Excel, Word and Powerpoint skills
- Comfortable with Google apps for business-Gmail, Google Drive, Google Calendar etc

Contact

- Interested candidates may email their resume and cover letter to Anoop Aravind or Nikita Nichani at hr@indiaschoolleaders.org with subject line - "Application for Finance Associate"