

LABHYA

Role Description

Finance & Compliance Associate (Multiple Openings)

Overview

Role Title	Finance & Compliance Associate
Number of openings	1-2 Positions
Role Level	1-2 years of finance and compliance experience in any industry <i>(added advantage for experience in development / NGO sector)</i>
Type	Full time
Location	Based in New Delhi (<i>Non negotiable</i>), The role will entail significant intra & interstate travel across India depending on programs.
Compensation	<i>Pay will match Indian non-profit norms and similar organisations, discussed in our last selection round.</i>
Desired start date	ASAP; <i>Serious candidates are encouraged to apply right away.</i>
Process to apply	Please fill out the google form mentioned below https://forms.gle/XfsFfwPkuW3pBvu29

About Labhya

Labhya is an India-based non-profit that enables children from vulnerable backgrounds with the necessary skills to cope with poverty & become effective learners through **Social-Emotional Learning (SEL)**. Labhya is a globally recognised non-profit supported by organisations like Harvard University, Nudge, DRK Foundation, The Commonwealth, UNICEF, and UNDP among other organisations.

Labhya is a dynamic and agile organisation that partners with Indian State Governments to co-create and ensure the implementation of SEL programs at scale. We are one of India's fastest-growing nonprofits dedicated to co-create programs that will impact **30 Million vulnerable children by 2030**.

Currently, Labhya has partnered with the Governments of Delhi, Uttarakhand, Tripura to co-create and ensure the implementation of programs that **impact 2.4 Million children** across 22,000+ government schools in India daily. Our programs, namely the '**Happiness Curriculum**', '**Anandam Pathyacharya**' and "**Saharsh**" are the world's largest and India's first at-scale well-being programs.

LABHYA

We expect the following from you for this role:

**All the below-mentioned tasks would be key to your role. The following requirements are not mentioned in order of priority.*

Book-keeping

1. Making payments and receipts as necessary for the business and recording them in accounting software (Zoho Books) in a timely manner.
2. Ensure outlined procedures in the organisation's finance policy are adhered to while making any payments (or) receiving funds.
3. Make necessary journal entries as per appropriate accounting standards & procedures.
4. Raise invoices/donation receipts to partners/clients/donors and follow up for payments.

Compliance

1. Having an updated understanding of RoC compliances pertaining to the company and directors for a Section 8 company and ensuring their timely action.
2. Understanding of FCRA requirements and compliances, and ensuring their timely action.
3. Understanding of CSR Act requirements and compliances, and ensuring their timely action.
4. Fulfil all financial reporting and budgeting compliances as requested by donors/partners.
5. Creating, updating, and documentation of financial processes.
6. Support in payroll functions.
7. Ensure legal payments such as TDS, and Goods & Service Tax as applicable are paid in time and the reports pertaining to them are submitted on time.
8. Regularly check for updates for compliances related to nonprofit.
9. Ensuring timely board meetings and recording minutes of those meetings to meet the necessary compliance.

Audit

1. Manage and handle the ongoing communication with the Auditor's office and ensure effective and timely completion of audits.
2. Coordinate in case of periodic audit visits done by the auditor's office to the district and provide them with necessary information, documentation as necessary for completion of a timely audit.
3. Coordinating with the auditors for the Fund Utilisation Reports (FUR) and ensuring timely deliverables to the donors.

LABHYA

Supporting Fundraising

1. Supporting fund raising teams with annual & client specific budgets to be shared with the donors.
2. Updating internal financial dashboards.

Other Relevant Requirements

1. Managing banking operations.
2. Drafting and updating policies on finance as and when required.
3. Ensure time to time induction and orientation on financial processes to the stakeholders for smooth functioning.

Qualifications & Skills / Experience / Characteristics

1. Bachelor's degree / strong experience with specialisation in finance & accounting.
2. Excellent written and oral communication skills in English.
3. Organisational and time management skills.
4. Highly motivated, persevering, achievement-oriented attitude.
5. Proficient in Microsoft Office (Excel, Word, PowerPoint) & Google Tools (Sheets, Docs, Slides).
6. Strong interpersonal and planning skills.
7. Excellent in Data Management.

Current Team

Our team consists of professionals, educators, SEL experts, and entrepreneurs from prestigious institutions like Harvard University, Massachusetts Institute of Technology (MIT) USA, Azim Premji University, Delhi University, Ernst & Young and KPMG.

At Labhya, we support and foster an environment where questions are always encouraged and collaboration is recognized. We are a home for you if you want to help build something that will enable millions of children to become lifelong learners through systems-level change. You'd also be able to develop your skills and profile by working with an accomplished leadership team and being a part of very rapid growth.

Furthermore, Labhya's values are:

- An agile and supportive team that is driven by a problem solving attitude
- Focusing on the well-being of children and trusting their potential
- Working processes that enable efficiency, constant growth and innovation
- SEL Programs that are driven by proximity and expertise
- Creating systemic and sustainable change in public education systems through partnership