



## **Finance Manager at iTeach Schools**

### **Overview**

iTeach Schools is a fast-growing, Teach For India alumni led start-up, focused on providing a free, foundational and excellent education to secondary students. We currently operate six, Grade 8 to Grade 10 schools, in a collaborative initiative with the PMC and our funding partners. Our six schools serve about 1100 students and 330 student alumni. Read more about us at [www.iTeachSchools.org](http://www.iTeachSchools.org)

100% of the students coming to iTeach Schools are from under-resourced and difficult backgrounds. The lack of access to good education and opportunities creates a huge achievement gap. The secondary grades are the last lap of intervention for these students, and most likely, the only chance we have left to level the playing field between them and their high-income peers. Education is one sure means for these students to break the circle of poverty.

In the Academic Year 2019-20, we are looking at starting more schools, and are looking for an exceptional person to join our Finance team to develop lean, creative and effective systems to manage our workflow in Finance – towards making iTeach Schools a efficient, transparent and the ‘best to work with’ non-profit for our financial supporters.

## **Responsibilities**

The Finance Manager will work with the Senior Manager Operations on the Finance vertical. Given that iTeach Schools is a young start-up and is expanding fast, we are looking for people who will be eager to design and create the most effective systems and processes, combining researched best practices with their own contextual innovation.

## **Managing**

- Managing the Finance Associate
- Managing financial relationships with partner organizations who help in implementing our program, vendors relationships and funding partners.
- Understanding school requirements and systematizing procurement and payments.
- Managing and authorizing budget spending.
- Monitoring the organisation's accounting, monitoring and reporting systems.
- Due diligence processes required by funding partners.
- Financial Compliances.
- Creating Fund Utilization Reports for funders to specific deadlines.
- Internal audit
- External audits – by CA and Funding partners
- Providing and interpreting financial information
- Keeping abreast with changes in financial regulations and legislation.

## **Designing**

- Designing Budgets

- Researching the best possible approach to make the systems and processes at iTeach more efficient.
- Creating SOPs for different processes which will be useful to new school leaders/school teams/school admins.
- Designing Internal Audit Process.
- Getting FCRA registration done for the organization.
- Designing a system for FCRA account managing and reporting.

## **Experience**

- MBA-Finance (Preferred)
- Bachelors in Commerce
- Minimum 2 years of work experience in finance.
- Experience in managing people for 1+ years. (Preferred)

## **Competencies**

- An entrepreneurial mindset – eager to design and create systems and processes, rather than follow them.
- A keen observer and a quick learner.
- Attention to detail.
- Ability to work with adults.
- Well organized work habits.
- An incredibly strong work ethic, willingness to learn and critical reflection.
- Enthusiastic to conduct research to find out best practices and contextualize.
- Excellent written and oral communication skills.