



About Peepul

Peepul is an education-focused non-profit. Our work is aimed at transforming children's lives through quality education. Formerly known as **Ark India**, we have been in India since 2010, and have partnered with government and non-government agencies to execute high-impact education programmes, focused on raising the standard of education in government schools. Our mission is to provide a high-quality education that helps every child achieve their potential.

We started supporting our first school in July 2015 in Lajpat Nagar III, South Delhi, in partnership with the South Delhi Municipal Corporation (SDMC), which runs 581 primary schools. We began with only 9 students enrolled in the government school across KG and Grade 1. Through our interventions and focus on quality, we dramatically increased enrolment over a two-year period to over 450 students. In addition to enrolment, we have seen 95% retention rates, 78% attendance rate, and strong attainment in learning outcomes with 76% of our pupils meeting or exceeding grade-level expectations.

The success of this school enabled us to start supporting two more schools in July 2017, in Amar Colony and Jeevan Nagar. We now directly impact over 800 students across our schools' network. In addition to this, we are partnering with the SDMC to conduct an in-service teacher training programme working with 450 SDMC teachers across 105 schools to build their skills in the classroom, thereby indirectly impacting ~16,000 students.

Our aim is to create systemic impact and develop a replicable set of practices codified as "The Peepul Way" that can be adopted by government systems to improve classroom practice. As we continue to grow this year, we are broadening our reach to additional states and Corporations with the aim of working with 150 schools, 1,000 teachers and 24,000 students in 2019.

Website: <http://peepulindia.org/>

Job Description: Finance Manager

Reports to: CEO

Location: New Delhi, India

Start date: February 2019

Salary: Commensurate with experience

We are looking for a Finance Manager, who will carry out all duties related to Financial Operations for the organization.

Key Responsibilities (include but not limited to):

- Management of ongoing budgeting and forecasting processes and working with the programme teams to ensure their understanding and adherence to the budget

- Judicious tracking of expenses on a monthly basis with requisite reporting, flagging any concerns, timely reporting of funds spent
- Preparation of monthly, quarterly and yearly financial statements, as required by the Management in India including variance analysis versus budget to explain the content of the reports
- Supervise the maintenance of books of accounts i.e., Cash Book, Petty Cash, inter-company, including recording of transactions
- Effective management of Cash Flow ensuring adequate liquidity to make timely payments to suppliers and other parties
- Drawing up of the final accounts as required by Indian laws and as required by the UK parent company, and ensuring completion of audits with internal and external auditors
- Follow up on FCRA application prior permission for Absolute Return for Kids, obtain approval through timely and appropriate follow up and liaising.
- Ensure compliance with FCRA, Taxation and other charity-related laws of Society and Section 8 company by acting as the link between the lawyers, tax consultants, FCRA (Foreign Contribution Regulations Act) advisors
- Liaising with Ark UK office and other funders for fund transfers and timely submission of regular utilization reports
- Custodian of the assets (money and others) within the Organization.
- Line management of office support staff (1-2) and oversight of their logistical and administrative activities
- Preparation of annual and periodic business and operational planning processes for Advisory Board meetings

Qualification and Qualities:

- Master's degree in Accountancy, Finance or related field.
- A minimum of 4-6 years of experience in independently handling the operations of a Finance department in the development sector or with donor agencies.

Experience and Skills:

- Proficiency in Finance and Accounting related work within India with a sound understanding of Indian legal requirements including FCRA.
- Management account and audit experience are expected. Experience to work in School finance would be of benefit
- Relevant expertise and ability to manage the Finance department independently with minimal support
- Demonstrated ability to set up strong financial processes and tracking expenditures programme wise. Financial and accounting acumen to deal with diverse situations with the ability to generate practical approaches to challenging situations as they arise in the course of the business.
- Proficiency in using the MS Office suite including advanced MS Excel skills such

as usage of pivot tables or data table analysis. In addition, proficiency in using Tally accounting package would be of benefit

- Highly numerate and analytical with excellent writing and oral communication skills.

Personal Attributes:

- Strong alignment with Peepul's mission of providing quality education and building stronger education ecosystems in India
- Enjoys working under pressure: flexible, highly organized and able to prioritize work to meet deadlines.
- Ability to negotiate and achieve consensus with key stakeholders.
- Ability to creatively solve challenging problems in the application of research and evaluation methods without extensive structural or operational support.
- Self-starter who will thrive in a start-up setting by taking ownership and initiative
- Ability to work effectively with colleagues based in different geographies and time zones
- Openness to listen, learn and contribute beyond the confines of this role
- Hard working, detail orientated, tenacious and systematic
- Enthusiastic to do whatever it takes willing to take personal accountability for delivery

Recruitment Process

Application Process: To apply, please send a copy of your resume along with a covering letter explaining why you are interested in applying for the role, to indiarecruitment@arkonline.org, **ensuring you specify the role you are applying for in the subject line of the e-mail**. Please include the details of at least two referees within your application.

Selection: The selection process will involve written tests/assignments and interviews with the senior management of the organization.

Reference checking & Probation: As you will be working with children this role will be subject to enhanced background checks. Additionally, all new staff will be subject to a probation period of three months.

More about Peepul

Who we are and how we work:

One principle unites us in all our endeavors: we put children first. We believe that all children should have choices in life. And we must fight to make this happen. Sometimes that means making difficult decisions – we'll have to say or do things that are hard for us

and for other people. All our actions are driven by what is best for the children we work for.

We are:

- **Restless**
We are proud of our achievements but know that there is so much still to do. So, we never stop striving, and we are ready for new challenges. We will work on new projects, in new communities, wherever we think we can make a difference. We are never complacent.
- **Reflective**
We are self-critical. If we think we could have worked in a better or smarter way, we acknowledge that and learn from it.
- **Resilient**
We know that our task is not an easy one. But we are determined to transform children's lives, despite setbacks. When we encounter obstacles, we do not give up. We are tenacious and will see things through.

When we work, we:

- **Aim high**
We have the highest expectations. We ask everyone to give their best in everything they do. The children at our schools are expected to aim high, and the staff at ARK does the same. We don't accept excuses, and we don't make excuses.
- **Use rigorous research**
We use the latest research and data in all our work, and we scrutinize our results. Our approach is evidence-based, and we direct our resources to those projects that we are sure will make a difference.
- **Work smart**
We work hard to achieve our aims. But, more important, we work smart. We are systematic, seeking models that are already successful and finding ways of building on that success. We share our expertise – between teams, between schools, across the world. This way, we maximize our results.
- **Work as a team**
Tough challenges take grit and determination, and teamwork too. None of us can succeed on our own. We need to support and learn from each other, and we work best when we work as a team.

Together, we make the biggest difference.