

Position: Assistant Manager/ Manager, Finance Shared Services
Location: Delhi

About Ashish Dhawan

Ashish Dhawan is one of India's leading philanthropists and a key voice for education reform in the country. In his corporate stint, he founded and led one of India's leading private equity firms, Chrys Capital, before shifting tracks about 6 years ago to focus on India's education transformation.

In 2012, Ashish Dhawan founded Central Square Foundation (CSF) with the mission to ensure quality school education for all children in India. CSF believes that effective foundational learning is essential for better learning outcomes of all children in school. Development of foundational literacy and numeracy skills by Class 3 can help children progress to higher levels of learning which is an essential building block for creating equal access to opportunities needed for leading a better life. In order to achieve this, CSF partners with individuals and social impact organizations to bring innovative solutions in education, as well as work with the government to drive systemic impact.

In 2014, he spearheaded the launch of India's first liberal arts university, Ashoka University, a philanthropic effort of over forty leaders in education and industry.

More recently, Ashish went on to establish other philanthropic organizations to focus respectively on areas of air-pollution, policy reform in the agriculture sector and creating avenues for collaboration, building people-to-people exchange, and strengthening the capacity for cross-cultural engagement between India and China.

Ashish currently serves on the board of several other non-profits including Bharti Foundation, Teach For India, Akanksha Foundation, Centre for Civil Society, Janaagraha, India School Leadership Institute, 3.2.1 Education Foundation.

About the Portfolio Organizations

- **Foundation for Economic Development (FED)**

Foundation for Economic Development (FED) is a Delhi-based not-for-profit organization with a vision to make India a developed nation. It was set-up in early 2018 by seasoned development sector professionals: Ashish Dhawan and Jitendra Kalra (a former civil servant and UNIDO expert, former CEO/Reliance Foundation, former CEO/Dr. Reddy's Foundation). With the aim to catalyze the agricultural sector in India, the Foundation would work on disruptive and practical ideas and innovations while also supporting the government with advisory and policy implementation so as to help foster innovation in these areas.

- **China India Foundation (CIF)**

Set up by Ashish Dhawan and Founding Director, Anushka Prasad, the China India Foundation has been established as the first foundation focused on people-to-people and cultural exchange between China and India. The partnership between China and India is arguably becoming one of the most important partnerships of the 21st century. As China and India continue to grow, the China India Foundation, through education, culture, and people-to-people exchanges, aims to bridge this gap in understanding and build deeper citizen ties.

- **Air Pollution Action Group (A-PAG)**

Air Pollution Action Group (A-PAG) is a not-for profit organization set up to help solve the air pollution crisis in India. Their initial focus will be on Delhi and its neighboring States. Set up by Ashish Dhawan, Vijay Chaddha (previously CEO of Bharati Foundation) and Mohit Beotra (previously the Chief Brand Officer of Airtel), A-PAG will work with different stakeholders in India to solve the air pollution crisis. The larger objective is to work on critical issues that will address the entire value chain of air pollution while building salience on these issues.

- **Centre for Effective Governance of Indian States (CEGIS)**

The Centre for Effective Governance of Indian States (CEGIS – pronounced See-Jis) aims to enable a transformative improvement in the functioning of the Indian state in the coming decade. Informed by cutting edge research and evidence as well as a practical orientation towards implementable ideas, CEGIS aims to provide Indian states with both an analytical roadmap for governance and expenditure reforms as well as strategic implementation support to deliver on this vision. CEGIS is set up by Ashish Dhawan and Prof. Karthik Muralidharan, Founder and Scientific Director (Tata Chancellor's Professor of Economics at the University of California, Board member and co-chair of the education program at J-PAL)

Position Summary

The Assistant Manager/ Manager is responsible and accountable for leading the Accounting team in managing all of financial activities of the associated organization. The Manager oversees all day to day operations of Finance and Accounting team of assigned organizations and ensures timely and accurate processing of all accounting functions. This position will work with the management team in developing annual budgets, ongoing monitoring, metrics, and fiscal forecasting and planning of the assigned Organizations. This position requires day to day hands-on experience and an in-depth knowledge of Generally Accepted Accounting Principles and relevant regulations. This role will report to Finance Manager, Central Square Foundation.

Key responsibilities include, but are not limited to

- **Finance Management & Accounting**
 - Oversee all functions of the Accounting Department for few portfolio organizations including accounting policies, systems and processes

regulatory reporting requirements, payroll systems and processes, internal controls, ongoing financial modeling, and strategic planning of the assigned organizations

- Monitor issuing receipts for all grants and contracts, makes recommendation to Controller based on trends, future projections and business goals and objectives; ensures fiscal compliance for all grants of assigned organizations
 - Review, approve and ensure timely and accurate accounts payable, accounts receivable, cash receipts, general ledger, and reconciliations. Ability to step in and cover accounting staff absences, leaves as needed.
 - Ensure financial records are maintained in accordance with Generally Accepted Accounting Principles, Accounting Policies, grant/contract requirements, and monitor the use of all funds
 - Ensure adequacy and adherence of internal control processes for all the assigned organizations
- **Team Management**
 - Responsible for hiring, supervising, and evaluating all accounting personnel for replacement if any
 - Lead, mentor and coach the Accounting team to retain high caliber staff and assist employees to reach their full potential.
 - Ensure the team delivers the highest standards of departmental, cross-departmental and cross-agency teamwork and customer service
- **Process Management**
 - Prepare timely, accurate monthly, quarterly and annual internal/external financial and other meaningful ad hoc reports along with supporting documentation. Investigate and explain material variances, highlight trends for management, provide recommendations.
 - Work with the assigned organizations SPOC to prepare the budget and fiscal projections. Supervise budgets, documentation and analysis prepared by the team.
 - Monitor funding requirements and coordinate daily cash management functions to ensure adequate cash flow necessary for operations.
 - Review and coordinate the physical inventory of assets on a bi-annual basis and ensure acquisitions/disposals are handled in accordance to grant/contract guidelines.
 - Work with assigned organization SPOC and leadership team to drive continuous improvement, maximize productivity with a goal of achieving best practices and meeting today and the future operational needs.
 - Develop and oversee accounting policies and procedures to meet both current and future business models and comply
- **Account Audits**
 - Ensure timely preparation and smooth audit of accounts of the assigned organizations with no qualification in the report by the statutory auditors as well as the donor auditors

Required Qualifications, Skills and Abilities

- Bachelor's degree in Commerce with ICAI preferred (CA/CMA)
- 10 years of managing a Finance and Accounting function and well versed with the applicable laws of land. Experience in a social impact organization would be an advantage.
- Strong ability to organize and prioritize tasks.
- Strong attention to detail.
- Good problem-solving skills.
- Good communications skills (verbal and written).
- Daily interaction with organization stakeholders
- Effectively communicate with people in potentially stressful situations.
- Ability to consistently meet daily, weekly and monthly deadlines.
- Demonstrated skills of influencing organization satisfaction

Desired Qualities

- Drive to excel in every aspect of work with high level of innovation and strong perseverance
- Ability to be rational in taking smart risks and being nimble
- Ability to adapt and exhibit confidence in a highly evolving, agile and fast faced work environment
- High level of collaboration and consistent passion for work and a positive attitude
- Entrepreneurial spirit and 'can-do' attitude
- Operating style suited to working in a small-organization setting, where teamwork and resourcefulness are highly valued
- Excellent leadership skills, including ability to manage multiple projects at a time

Compensation

Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

Apply

Interested candidates can click on the [Application Form](#) and fill the required details in the form.