

Operations Executive and Finance

About the organisation	EFRAH Society is started in 1997 to build a society to promote socio-economic justice, and social sensitivity, and to empower disadvantaged groups to become self-reliant and work collectively for social change. The core area of EFRAH intervention is Education, Livelihood, Health, Water & Sanitation, Disaster Risk Reduction, Gender Justice and another area of intervention is advocacy for rights of the children and women.
Job Title	Operations Executive
Department	Operations
Location	Bihar and New Delhi
Level / Pay Band	Assistant / A8
Contract	3 Years Fixed Term
Reports To	Cluster Coordinator
Scope of Position	In line with EFRAH's strategic plans and policy guidelines to work and play a major role and ensure the effective functioning of the Cluster office. Make sure that the Finance, Admin, HR, Logistics and IT processes are adhered and followed.

Key Responsibilities

Operations

- Act as operations person for the cluster and coordinate with respective Operations lead / team for coordination and providing support to Cluster staff.
- Prepares payments by verifying documentation, and ensure timely disbursements.
- Interact with the Delhi Finance team on day to day basis.
- Day to day accounting in Tally financials system or as may prescribed
- Prepares Bank Reconciliation or other reconciliations such as Cash Card etc.
- Assist in all types of audit such as Donor audit, Statutory audit etc.
- Cash flow projections for the cluster
- Contributes to team effort by accomplishing related results as needed
- Provide support in recruitment for vacant positions at cluster level, induction of new joiners in cluster.
- Ensuring the timely submission of data/records related to HR as per the processes, by Cluster staff.
- Maintaining the leave records, attendance register, and all the personnel files.
- Provide support & guidance to staff in cluster for any HR related matter including their grievances
- Understand and implement EFRAH's Finance, HR, Admin and IT policies at cluster level.
- Provide general administrative, financial and logistical support to the team including reservation of tickets and hotels and organizing logistics, as and when required.
- Manage petty cash, day to day Office expenses, travel advances, banking transactions and monthly accounting functions in relation to reconciliation of cash and books.
- Contribute to adherence to general safety & security guidelines.
- Responsible for maintenance of all office equipments and facilities.
- Maintain & manage inventory of office supplies like stationery etc.
- Ensure timely opening/closing of office, recording staff movement.

- Maintain & manage IT assets, Services, inventory of office supplies like IT consumables, stationery, etc.
- Act as the IT point person for cluster office that includes monitor & maintains all the IT assets of the office and ensures the proper functioning of all the IT equipment.
- Coordinate & report to the Delhi IT team for all IT-related work and issues at cluster & field level.
- Monitor data security at the cluster & field level and report to the Delhi IT team.
- Providing basic tech support to staff, if required, update & help to install office-related software in coordination with the Delhi IT team.
- Manage and Maintain IT register (online/offline) at cluster office.

Qualifications and Experience	<ul style="list-style-type: none"> • Minimum Three years of work experience • Graduate from any recognized university • Computer literate – proven experience of working in advanced word processing/ spreadsheet • Knowledge of Tally accounting packages is desirable • Good oral and written communication skills in English and Hindi • Sound knowledge and experience in administration and planning including developing and implementing efficient office systems and procedures • Ability to work independently and as part of a team • Ability to manage and supervise general office work • Willingness to work extra hours to meet timelines • Initiative to take on responsibility and work with minimal supervision and meet basic requirements for work • Commitment to EFRAH's vision, mission, and objectives
Relocation	<p>During the course of employment, the post holder may be required to move base on a temporary or permanent basis to any workplace controlled by EFRAH Society.</p>
Travel	<p>Willingness to travel and undertake sustained fieldwork as per the requirement of the particular position</p>
Date Issued	<p>18-08-2022</p>
Last date for application	<p>Send your detailed CV with a covering letter highlighting relevant work experience for said position to hr@efrahindia.org, latest by 30th of August, 2022. Shortlisted candidates will be intimated individually through e-mail.</p>
Approved By	<p>Secretary, EFRAH</p>