

Job Title: Asst. Manager/ Deputy Manager, Financial Planning & Analysis

Location: Ashoka University, Campus, Sonipat, Haryana

Experience (in years): Bachelors/ Masters with 2-7 yrs. of relevant work experience

Nature of work: Full Time

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured the top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded a Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigor, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.

For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

Role and Responsibilities:

The Assistant Manager /Deputy Manager will work closely with the Pro-Vice-Chancellor and their team, to lead and facilitate data and information analysis and financial / modeling analytics needed for key projects of the University.

- This is a highly strategic and facilitative role that requires a combination of focus and flexibility, as well as a willingness to play an active, behind-the-scenes role. At the core, the role requires a highly resourceful individual with strong analytical skills, strong emotional intelligence, and self-motivation
- Some indicative projects are the annual budget, financial planning, operating analysis and reviews, spatial utilization and efficiency analysis, 5yr strategic plan, students – courses – revenues, and costs modelling. The departments and functions covered by various projects range from Admissions and outreach, IT, HR, Communication/ Media, Finance, Strategy, and Administration
- Work effectively with internal stakeholders (VPs, HODs, Deans, Founders) and manage administrative and operational responsibilities for these projects with a solid handle on workflow management, timelines, and deliverables
- Analyzing, Assessing and preparing management reports for university-wide goals

Eligibility:

- Bachelors/ Masters with 2-7 years of relevant work experience
- Knowledge of Ashoka University's unique operations, programs, and culture would also be an asset

Skill Sets

- Strong analytical skills, attention to detail, and the mastery of various tools (Excel, financial modelling, programming, etc.)
- Strong interpersonal skills with the ability to remain professional at all times
- Demonstrated ability to review and prioritize work independently and effectively, and use appropriate resources and creativity to resolve issues
- Ability to maintain a calm and positive attitude and to work productively despite heavy workload, competing priorities, complex problems, and tight deadlines
- Ability to handle sensitive and confidential situations/information with discretion

Application Submission Process

Please submit an updated CV at connect.hr@ashoka.edu.in, with the subject line – <Job Name+Department Name_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.