

Job Title: Senior Manager / Assistant Director – Finance & Compliance

Location: NCR

Experience (in years): 10-12

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 Summary:

Ashoka University is on growth trajectory is looking for astute and experienced Finance Professional to meet the demand of grant management and donor reporting. Track and monitor donor wise utilization and compliances, up-to-date reporting and l support and improve the quality of Ashoka's growing donor reporting portfolio.

Role and Responsibilities:

Reporting and Controller

- Ensure financial records are maintained in accordance with the grant/contract requirements and accounting laws.
- Ensure data integrity in all financial reporting.
- Prepare timely, accurate monthly, quarterly, and annual internal/external financial and other meaningful ad hoc reports along with supporting documentation.
- Review financial paperwork and procedures in accordance Foreign Contribution Regulation Act, 2010 ("FCRA") and other laws and statues governing CSR and other kinds of grants.
- Provide relevant financial information during budgeting, accounts to donors and other decision-making activities.
- Ensure compliance with administration and financial regulations in relation to charity, trust and company law and regulations

Grant management and Compliance

- Track and monitor Donor wise utilization and compliances.
- Financial & Regulatory compliance for grants
 - Reporting & Monitoring
 - Cash flow planning
 - Utilization tracking and reporting
- Build an organization wide donor dashboard to track and monitor donor utilization periodically and provide input/insight to the other stake holders.
- Engage with various stake holders to meet specific donor reporting needs and strengthen reporting processes.
- Respond to donor query regarding the budget utilization & variance.
- Manage routine donor-related correspondence.

Audit Management

- Assist and Manage with all audit preparation and audit activities related to grants.
- Facilitate preparation of annual independent audit
- Auditor reviews and implementation of recommendations as directed.
- All other audit related responsibilities

Skill Sets

- A CA with a Bachelor's degree in business, accounting, finance, or related discipline.
- 10-12+ years of work experience in business finance and controllership demonstrating strong operational skills, including the ability to build teams from scratch
- Ability to analyze complex qualitative and quantitative data, craft possible solutions, and recommend actions
- Ability to build and maintain positive and collaborative relationships both within and outside the organization, including with colleagues, regulators, foundations, researchers, grantees, and education product/service providers
- Strong written and verbal communication skills, strong presentation skills
- Strong planning and organizational skills, and an ability to be able to set priorities, plan timelines and meet deadlines.
- Technology savvy

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