

## Job Description - Associate - HR & Finance

Role: **Associate - HR and Finance**

Location: **Pune**

Salary: INR 3,00,000 - 4,20,000 INR (P.A)

*Do you believe in making present day education relevant to the future our children are set to enter?*

### *About Pi Jam Foundation:*

Pi Jam Foundation is a Section 8 (not-for-profit) company conceived by Teach for India Alumni in 2017. The organization is entirely impact driven and aims to provide all students from under-resourced schools Computing and Problem-solving skills, which are essential for them to succeed in the 21st century workplace. Using low-cost, open source technology and a contextual grade-specific curriculum, Pi Jam Foundation aims to provide quality computer education to over 1,00,000 students across India within the next few years.

We are looking for an energetic, cause driven and passionate individual, who is personally invested in the importance and relevance of Computer Science in the future of Education. We hope to find a person who **fits seamlessly** into the startup culture, takes the **initiative to own and build** a part of Pi Jam reflective of their own core values that concur with the organizational vision and **genuinely commits** to stretch themselves to ensure that the value our program adds to a student's life is sustainable, meaningful and greater than individual motivations. We want a **person who is genuine, empathetic and great at managing people in addition to managing internal/external expenses.**

*As our Associate of HR, your responsibilities would include:*

- Support in implementing recruitment strategy and drive the recruitment and selection process right from sourcing to hiring.
- Create a database of candidates and pipeline for potential candidates.
- Effectively onboard new employees into the Pi Jam system in collaboration with Managers.
- Maintaining various HR dashboards - Recruitment, Exit, New joinee checklist
- Support in creating Retention Analysis and Exit Analysis.
- Provide monthly inputs to the teams for payroll processing, coordination with Insurance vendors and statutory compliances. Slowly templatize the process to automate them reasonably.
- Support in driving the Performance Management system and Training based on the Pi Jam Model.
- Plan, Formulate and execute all HR policies and processes and ensure quality and timely implementation.
- Stay connected to employees using different forums and constantly check in with Managers about their team members.
- Actively participate and engage in other initiatives planned by the team.

*As our Associate of Finance, your responsibilities would include:*

- Understand and upkeep the various financial compliances Pi Jam is required to follow and execute them
- Maintain books of accounts, financial reports and other finance related documents that are required for smooth functioning of the organization
- Actively track the expenses and provide weekly reports to the core team
- Handle reimbursements and cash flows of the organization and the employees
- Actively contribute in Budget discussions and provide ground-level inputs to the Fundraising team.

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- Contribute to the financial information required for external/internal communications by other teams.
  - Strategize and consistently follows accounting standards using softwares, communicating the same with the core team.

#### Competencies and Abilities:

- Ability to pay attention to detail
- Consistency and extreme accountability in financials
- Commitment to excellence and accuracy
- Ability to make decisions in a fast-paced environment
- Strong time management skills, a keen sense of urgency and an ability to accommodate multiple projects simultaneously with tight deadlines
- Strong communication and arithmetic skills
- Proficiency in the use of the MS office toolkit
- Strong analytical skills and statistical expertise preferred.
- Excellent critical thinking and planning skills
- Ability to coordinate with diverse stakeholders

#### To apply,

Please send your CV / resume (no longer than 2 pages) and a short cover letter expressing why you would like to join, to [vidya.madhavan@thepijam.org](mailto:vidya.madhavan@thepijam.org) .