

## **Job Description - American India Foundation - Admin and Finance Assistant**

**Position:** Admin and Finance Assistant

**Program:** Integrated Program on Child Health, Nutrition and Education

**Reporting:** Program Manager - Integrated Program

**Location:** Vidisha, Madhya Pradesh

**No of Positions:** 1

**Duration:** 14 months

**Nature of Employment:** Contractual

### **About American India Foundation:**

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **8.4 million** lives across **26 states** of India. Learn more at [www.AIF.org](http://www.AIF.org)

### **Background of the Program:**

Health and Education are the foundations of human development. Healthy children are more likely to transform into healthy and productive adults. 25 million children every year become part of the 2nd most populated country in the world. As per the data given by ADB (2019), 34 children per 1000 die before 5 years of age. The first six years of a child's life play a crucial role in lifelong good health. At this phase of life, the foundation is laid for social, mental, and physical development. In our country, where the percentage of people below the poverty line hovers around 10%, it becomes more difficult to ensure a healthy diet for kids, as incomes and means of livelihood are uncertain and many in the rural areas suffer from underemployment.

India contributes to almost one-third of the global prevalence of stunting. The latest National Family Health Survey-5 data for 2019-20 indicates that undernutrition among children has worsened in the last few years. Over a quarter of children were found stunted in the 18 of 22 states and Union territories surveyed in the first phase. The COVID-19 pandemic-induced lockdown disrupted the functioning of Anganwadi centers (AWWs) and the closure of schools that provided nutritious meals to children under ICDS, thereby pushing additional millions of children towards nutrition scarcity. A recent study estimated around 77 million undernourished children in the country. There is a looming threat of an additional 15 million cases pushed to undernutrition if the children in the lowest wealth quintile lose 5 percent of their body weight. States like Bihar, Uttar Pradesh, Madhya Pradesh, Jharkhand, Odisha, Chhattisgarh, Rajasthan, Assam, West Bengal, and Gujarat are the worst affected by child nutrition indicators during the pandemic.

The pandemic also exacerbated the existing learning gaps in preschool education and formal education provided by the government to children in the country. As per the ASER report (2019), within each cohort of the same age, there is enormous variation in what children are doing. Children enrolled in Anganwadis, have far lower levels of cognitive skills and foundational abilities than their counterparts in private LKG/ KG classes. As per NCERT specifications of learning outcomes, children are expected to identify numbers up to 99 in grade 1 itself, however, in reality, only 5.7 % of age-appropriate students can read or write a letter or digit. Almost 50% of children don't achieve grade-appropriate learning goals.

Government institutions, NGOs through corporate funding and grants were collectively addressing these challenges but, back-to-back unexpected waves of deadly COVID19 disease pushed it back and threw more never-before-seen or heard challenges.

**Key Roles & Responsibilities:**

- Organize and schedule appointments. Plan meetings and take detailed minutes.
- Write and distribute email, correspondence memos, letters, faxes, and forms
- Develop and maintain a filing system
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
- Support in HR processes
- Coordinate with HR central team for all HR-related procedures.
- Update financial spreadsheets with daily transactions
- Prepare balance sheets.
- Support monthly payroll and keep organized records.
- Record accounts payable and accounts receivable.
- Process invoices and follow up with clients, suppliers, and partners as needed.
- Provide administrative support during budget preparation.
- Participate in quarterly and annual audits.
- Coordinate with the central finance team for all processes.

**Desired Qualification, Experience and Skills:**

- Bachelor of Commerce (BCOM)
- Graduate from any discipline
- A minimum of 1-year of experience working as a financial admin assistant.
- Working knowledge of accounting software.
- Proven experience as an Administrative Assistant, Virtual Assistant, or Office Admin Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work

- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Ability to network and negotiate effectively with a wide range of stakeholders to achieve the objectives of the program.
- Self-starter who can perform with minimal supervision.

**Application Process:** To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it along with your current salary and expected salary to [ph.career@aif.org](mailto:ph.career@aif.org) with the subject line “**Admin and Finance Assistant**”

**Last day to apply:** 6<sup>th</sup> July 2022

**Only applications of short-listed candidates will be acknowledged.**