



Nov, 2020

## **About the Organization**

Haqdarshak is a social enterprise working to make welfare schemes more accessible to citizens by creating a multi-state, multi-lingual, mobile technology platform that helps citizens discover, apply for, and benefit from, government and private schemes that they qualify for. They can use the platform through a local trained facilitator, the 'Haqdarshak', or themselves, on payment of a small service fee, which makes it financially sustainable. The promoters have immense experience in entrepreneurship and grassroots work in this area.

The 'Haqdarshaks', as they are called, are people from the community and working on incentive based model where the income is based on number of citizens assisted in availing benefits of schemes. In 2015, we completed our research for States like Delhi, Gujarat, Tamil Nadu with a pilot of about 200 families in urban. From 2016 onwards, our focus is directed towards research of schemes for Maharashtra, Rajasthan, Andhra Pradesh, Uttar Pradesh, Haryana, Tamil Nadu and Delhi, for Central Government, State Government as well as private schemes.

The organization has entered into multiple partnerships with government (Rajasthan, Haryana) and corporate organizations (Tata Trust, PRADAN, TRIF, JPAL, Save the Children, MAVIM, Swadesh Foundation, Center for Social Justice (CSJ) amongst many others) to roll out the services. We want to touch a million lives in the next one year through effective use of technology and using network of people of on ground. The organization has won multiple awards indifferent platforms organized by MyGov, Deity, Sankalp Global Innovation forum, TIE Bangalore, Harvard SAI IIT Delhi, amongst others.

Please visit our website [www.haqdarshak.com](http://www.haqdarshak.com) to learn more about the organization.

**Position: Finance Senior Associate**

### **Skills & Responsibilities:**

- Corporate budgeting preparation, management and monitoring processes.
- Perform financial analysis, reporting and management activities.
- Establish key financial strategies to enhance business profitability.
- Develop standard accounting procedures to improve financial operations efficiency
- Participate in performance evaluation of finance staff and conduct counseling sessions to identify skill development needs.
- Verifying and finalizing legal documents – MOUs, Rent agreements other agreements.
- Expertise in using emails and software like Tally, MS office.

- Leading Statutory audit
- Should have knowledge of Salary workings, HR compliances
- Finalization of Books of accounts
- Excellent working experience of compliance in Direct & Indirect Taxes.
- Dealing and follow up with Partner communication.
- Follow-up and tracking with Partner organization for invoicing status.

**Qualification and personal requisites -**

- Minimum educational qualification - MBA Finance/M.com
- Fluent English communication
- Minimum 4-6 years of experience in relevant field
- Empathetic towards problem solving and the skill for multi-resolving
- Respect for team members, humility and integrity must be observed.
- Must respect and comply Organizational protocol

**Position & Job Location**– Full time Position based out of Pune.

If interested, please drop us an email at [debranjani.basu@haqdarshak.com](mailto:debranjani.basu@haqdarshak.com) with your updated CV and a cover letter.