



## **Finance and Admin Coordinator**

**Positions open - 1**

**Rubaroo**

**Location: Hyderabad**

**Duration: December 2021 to December 2022**

**Salary offered: INR 12000 - 15000 per month plus allowances**

Rubaroo is a youth development organization that works with young people and educationists, inspiring leadership for social change. Our organization is based in Hyderabad and has been working since 2014. We offer leadership workshops, outbound camps and teacher training programmes to help connect academic learning to the real world. Rubaroo has a team of professionally trained and experienced facilitators who have been working in the field of education for more than 10 years and have an expertise in designing and facilitation of educational workshops and training.

Website: [www.rubaroo.org](http://www.rubaroo.org) • Email: [applications@rubaroo.org](mailto:applications@rubaroo.org) • Contact: **81849 00170 • 91684 91163 • 98912 86572**

### **Job Profile:**

We are currently looking for an **Finance and Admin Coordinator** to support administrative and financial related tasks for multiple programmes at Rubaroo. The Coordinator would be responsible to manage programmatic accounting by creating vouchers, managing excel sheets of financial data, updating relevant programmatic documents, manage procurement as per internal procedure, make payments to vendors and resource persons, make purchases of logistics and stationery, and manage the overall backroom support required. The Coordinator would also need to travel between Amberpet and Kukatpally - the two locations of our resource centres. The candidate should be open to learning new tools and technology and should be familiar with basic excel based accounting processes. We are an equal opportunity employer and encourage people from diverse backgrounds and genders to apply for the role.

### **Role and Responsibilities:**

- Manage excel spreadsheets with financial data - supporting updation of periodic and programmatic utilisation
- Coordinate logistics and resource specific purchases for programmes and activities at Rubaroo
- Follow the procurement process and procedures as per guidelines of the organisation
- Maintain databases and support in everyday functioning of Rubaroo's resource centres
- Make payments, deposits, and coordinate other bank related activities
- Coordinate with the finance team to create vouchers
- Follow financial processes and procedures as per guidelines of the organisation
- Support delivery, pickups, and supporting team members with their tasks
- Oversee periodic financial statements
- Compile data, photographs, and written materials for reports

### **Job Specification:**

- Must be fluent in Telugu, Hindi and English
- Must be comfortable with typing and using Microsoft Excel or Google Sheets
- Must be comfortable using the internet, and operating computers
- Should have an inclination towards building relationships with diverse stakeholders and connect with people
- Should be based in **Hyderabad**
- Must have completed matriculation or have a Bachelor's Degree
- Must be open to learning, have relationship building skills, and be organised with their tasks
- Preferable if they have 2-wheeler vehicle to travel around the city

Please email the following to [applications@rubaroo.org](mailto:applications@rubaroo.org) with the subject line -

### **Job Opening at Rubaroo | Finance and Admin Coordinator**

- Cover letter explaining your reason and interest in applying for this role
- Updated CV with recent activities, educational background, skills and biographical information
- References - Contact details of two people who directly supervised or worked with you in the last 2 years

Applications received without the above mentioned will not be accepted and considered for further review.