

Organisational profile

Madhi Foundation was established in 2016 as a non-profit organisation working in the education sector, committed to the cause of bridging the equity gap in education for children across India. The Foundation draws its inspiration from the Tamil adage, “vidhiyay madhiyaal vellalaam”, which translates to, “*you can conquer destiny with intellect (madhi)*”.

We truly believe that an equitable and purposeful education can be a great leveler and open many a door for all children – regardless of their background; we believe that an excellent education ought to equip children with the ability to **think** deeply and rationally, to ask **questions** and remain curious about the world around them, and emerge as **creators** and innovators of ideas, solutions and life paths of their choice.

Vision

“To make excellent education a reality for every child.”

Mission

We evolve context-specific and scalable ideas to address the crisis of learning achievement gaps among children, and synergise with critical stakeholders in the public and affordable private education ecosystem to catalyse enduring impact.

Profile Summary

The Senior Associate, Admin and Finance will be responsible for logistics management, organisational book keeping and support Associate, Operations and Communications on office admin-related responsibilities.

Responsibilities

- Liaison with auditor and lead finance for Madhi
- Organise and maintain bills, vouchers and receipts meticulously
- Handle the team's salary processing every month, calculate TDS every quarter and disburse IT return forms for the financial year
- Arrange for logistics for external events, trainings and workshops.
- Support Associate, Operations and Communications in – office space maintenance, petty cash management and admin tasks (procurement, technical support and troubleshooting, mail management, inventory management, managing monthly maintenance payment, slogistics for internal events)
- Organise and maintain documentation meticulously along with the Associate, Operations and Communications

Knowledge, Skills and Mindset

- Exceptional project management skills
- Expert level proficiency in Tally
- Meticulous planning and time management skills
- Advanced proficiency in spoken and written communication (English - formal and informal)
- Knowledge of Tamil (spoken – mandatory; written – mandatory)
- Familiarity with Tamil Nadu's landscape
- Excited about working in a start-up with a unique culture

Education and Experience

- An undergraduate degree in commerce or
- At least 5 years of work experience
- At least 1 year of experience in book keeping

Application Process

If you are excited about the role and are keen to apply, we request you to:

- Send an email to info@madhifoundation.org with the role you are applying for as the subject of the email.
- Please include your resume and covering letter.

(You will hear from us within a week of receiving your mail. This will lead to the next stages of getting to know you better.)

The selection process at Madhi is as follows:

1. Informal telephonic chat with the CEO
2. Pre-work submission
3. School visit with a team-member
4. Technical interview with the vertical head
5. Coffee chat with a prospective team member