

## Operations Executive

<b>About the Organization</b>	AIM Trust is an NGO established in 1999, working towards the sustainable development of the society through child welfare, climate resilience, livelihood practices, skill enhancement, migrants' welfare, intervention regarding climate change, air and water quality, emergency relief, disaster risk reduction, promotion of Covid appropriate behavior etc. AIM believes in gender equality and diversity within the organization and the society at large. With its head office at Lucknow it has so far covered 5 districts, 850 villages and addressed the issue of 4000 women farmers.
<b>Job Title</b>	Senior Consultant Operations
<b>Department</b>	Operations
<b>Location</b>	Lucknow
<b>Contract</b>	1 Years Fixed Term Coterminous with the Project whichever is earliest
<b>Reports To</b>	Project lead/Cluster Incharge
<b>Scope of Position</b>	In line with AIM's strategic plans and policy guidelines to work and play a major role and ensure the effective functioning of the Cluster office. Make sure that the Finance, Admin, HR, Logistics and IT processes are adhered and followed.

**Key Responsibilities**

**Operations**

- Act as operations person for the cluster and coordinate with respective Operations lead / team for coordination and providing support to Cluster staff.
- Prepares payments by verifying documentation, and ensure timely disbursements.
- Interact with the Delhi Finance team on day to day basis.
- Day to day accounting in Tally financials system or as may prescribed
- Prepares Bank Reconciliation or other reconciliations such as Cash Card etc.
- Assist in all types of audit such as Donor audit, Statutory audit etc.
- Cash flow projections for the cluster
- Contributes to team effort by accomplishing related results as needed
- Provide support in recruitment for vacant positions at cluster level, induction of new joinees in cluster.
- Ensuring the timely submission of data/records related to HR as per the processes, by Cluster staff.
- Maintaining the leave records, attendance register, and all the personnel files.
- Provide support & guidance to staff in cluster for any HR related matter including their grievances
- Understand and implement AIM’s Finance, HR, Admin and IT policies at cluster level.
- Provide general administrative, financial and logistical support to the team including reservation of tickets and hotels and organizing logistics, as and when required.
- Manage petty cash, day to day Office expenses, travel advances, banking transactions and monthly accounting functions in relation to reconciliation of cash and books.
- Contribute to adherence to general safety & security guidelines.
- Responsible for maintenance of all office equipments and facilities.
- Maintain & manage inventory of office supplies like stationery etc.
- Ensure timely opening/closing of office, recording staff movement.

- Maintain & manage IT assets, Services, inventory of office supplies like IT consumables, stationery, etc.
- Act as the IT point person for cluster office that includes monitor & maintains all the IT assets of the office and ensures the proper functioning of all the IT equipment.
- Coordinate & report to the Delhi IT team for all IT-related work and issues at cluster & field level.
- Monitor data security at the cluster & field level and report to the Delhi IT team.
- Providing basic tech support to staff, if required, update & help to install office-related software in coordination with the Delhi IT team.
- Manage and Maintain IT register (online/offline) at cluster office.

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum Three years of work experience</li> <li>• Graduate from any recognized university</li> <li>• Computer literate – proven experience of working in advanced word processing/ spreadsheet</li> <li>• Knowledge of Tally accounting packages is desirable</li> <li>• Good oral and written communication skills in English and Hindi</li> <li>• Sound knowledge and experience in administration and planning including developing and implementing efficient office systems and procedures</li> <li>• Ability to work independently and as part of a team</li> <li>• Ability to manage and supervise general office work</li> <li>• Willingness to work extra hours to meet timelines</li> <li>• Initiative to take on responsibility and work with minimal supervision and meet basic requirement for work</li> <li>• Commitment to AIM’s vision, mission and objectives</li> </ul>
<b>Relocation</b>	<p>During the course of employment the post holder may be required to move base on a temporary or permanent basis to any workplace controlled by AIM Trust</p>
<b>Travel</b>	<p>Willingness to travel and undertake sustained fieldwork as per requirement of the particular position</p>
<b>Email your CV to</b>	<p>aimtrustngo@gmail.com</p>