

cBalance Solutions Hub

Role: Administrative Officer



Overview of the Role

The Administrative Officer will have the overall responsibility for ideating solutions and maintaining the day-to-day administrative, financial, and accounting services in accordance with cBalance standard operating procedure.

We expect a long-term commitment (3 years). The person must be personally committed to evolving their own lifestyle and examining their relationship with the environment to be in alignment with the objective of mitigating climate change. The person must endeavour to lead a low-carbon lifestyle themselves and also challenge and spur the organization into continually enhancing its own sustainability performance.

The person must uphold immaculate standards of honesty, integrity, ability to introspect, and openness to constructive criticism without being defensive.

The person must be a bottom-up, grassroots thinker and doer that does not inherently rely upon institutional or policy change to transform the world – but rather be a deep believer in the potential of a single entity to transform themselves through domestic action and thereby inspire the world around them to change.

Role: Administrative Officer – cBalance

The Administrative Officer role will encompass the following responsibilities:

- Accounting: Tracking & Organizing all bills, expenses, invoices, and payroll
 - Oversee the operation of office accounts, while planning and monitoring expenditures. As appropriate, develop and/or coordinate budgets for the office and associated accounts.
- Banking: Securely manage the company bank account and make transfers/payments.
- Logistics: Make travel and accommodation arrangements for events.
- Outsourced Services: Managing crucial back-end services like couriers, cleaning and supplies replenishment for the office / events.
- Oversee and administer the day-to-day activities of the office; develop policies, procedures, and systems which ensure productive and efficient office operation.
- Perform research and analysis on specific issues, as required.
- Assist in the coordination, supervision, and completion of special projects, as appropriate.
- Provide assistance in the understanding and interpretation of cBalance policies and procedures, as appropriate, and ensure that office operations are in compliance with policy provisions and standards.

Education: Bachelors degree

Work experience: At least 1 to 2 years of work experience in the realm of administration or accounting.

cBalance Solutions Pvt. Ltd

Head Office: H2/7, Brahma Paradise, Nathan Road, Sangamwadi, Pune 411001

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Desired Skills and Experience :

We are seeking a candidate who has demonstrated thought leadership ability in his/her professional career and has a strong desire to lead young project teams aspiring to enhance the scale of their climate change mitigation approaches. A few traits are listed below:

Entrepreneurial. The ability to blend a technical, hands-on operational role with a visioning and leadership role in executing projects. High standards of excellence in his/her academic and professional careers. Self-driven and motivated. High degree of ownership. Strong work ethic. Attention to detail.

- Effective interpersonal and communication (written and verbal) skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to gather data, compile information, and prepare reports.
- Knowledge of general accounting principles, skills in budget preparation and fiscal management.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to analyze and solve problems.
- Ability to plan, develop, and coordinate multiple projects.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities.
- Ability to lead and train staff and/or students.
- Organizing and coordinating skills.
- Proficiency in word processing, spreadsheet, and presentation software.
- Ability to foster a cooperative work environment.
- Basic knowledge of administrative policies and procedures as applied to social enterprises in India.

Compensation: The compensation offered will be competitive and based on a skill valuation exercise which follows a pre-determined assessment algorithm developed by the cBalance Board of Directors.

Joining Date: November 1st 2016

Location: Pune (with 50 % split between Mumbai and Pune possible)

Application Process: To apply e-mail info@cbalance.in

The following 2 pages provide an overview of the vision, mission and principles of cBalance. Interested candidates are urged to delve into it.

cBalance Solutions Pvt. Ltd

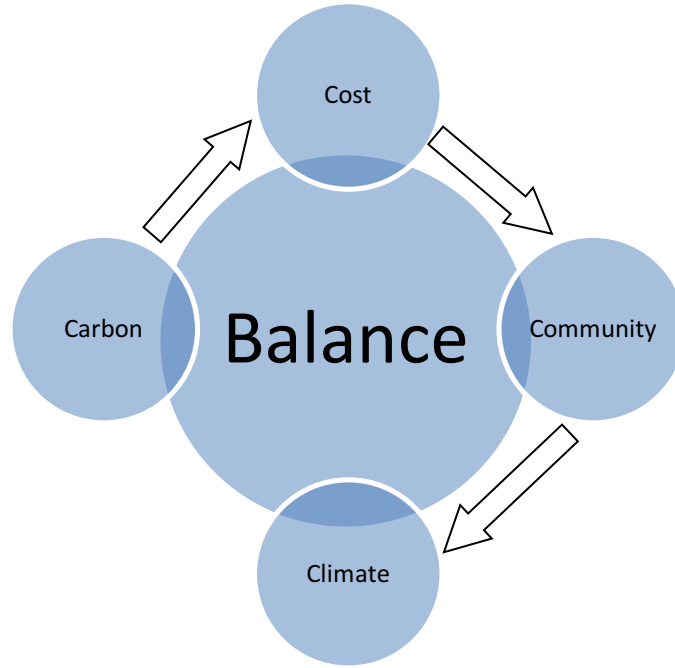
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Foundations of cBalance

Balance in Carbon, Cost, Community -> leads to Climate in Balance



Why: We seek to facilitate balance in carbon, ecological cost, and local communities to enable balance in global climate

How: Create tools for, and consult, industry, institutions and consumers to develop GHG and ecological footprint mitigation roadmaps in the pursuit of limiting global temperature rise to 2 degrees centigrade relative to pre-industrial levels by year 2100; thereby promoting sustainable development of all human communities and their interrelated ecosystems.

Principles:

1. **Dignity of Labor:** All team members will strive to gain, maintain and apply a working knowledge of all core aspects of the enterprise. We will not discriminate amongst 'high-end' and 'low-end' efforts.
2. **Founding:** Historical association with the enterprise are incidental and of secondary importance. What matters is the present and your contribution to its healthful progress. Founders are not to be elevated in any way.
3. **Walking the Talk:**
 - We will walk our environmental talk first – in our personal lives, professional lives before we preach any gospel to the world.
 - We will disclose our personal and organizational GHG inventory on an annual basis on our publishing portals.

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4. Transparency:

- Complete financial and decision making transparency in the organization – everyone will know everything about money flows and decision flows.
- We will transparently disclose any professional relationships which might be perceived to a rational thinker as sources of conflict of interest.
- Safeguards will be established and maintained to mitigate the skewing influence of conflict of interest.

5. Knowledge-Anchored Growth & Equity: Each of the permanent members will be a shareholder in the company – in proportion with their total current value to the enterprise. Hence – this value is a dynamic assessment and leads to equity amongst all pillars to keep the enterprise plinth in balance. It recognizes the intrinsic growth potential of a being.

The following formulation is proposed to assess the professional-merit-based-value of an individual.

Following involvement with the enterprise for an adequate period defined as below:

- culminating in the ability to be the knowledge anchor of an entire project cycle;
- anchoring projects over an annual cycle.

An individual earns the right to share the enterprise. The proportion of ownership is determined based on an amalgamation of expertise and effort:

- Domain-related academic qualification (years of relevant education) (30%)
- Years of team leadership experience (30%)
- Professional certifications-earned (15%)
- Professional trainings – short courses passed (10%)
- Relevant tools built (Nos.) (7.5%)
- Projects/realizers (commercial or otherwise) created (Nos.) (7.5%)

6. Boundary Conditions:

- No full-time employee will be paid less than INR 15,000 (2015 terms).
- All relevant legal codes related to health-insurance will be followed.
- No one will be expected to work more than 40 hours/week on a routine basis.
- Other team members may request additional hourly input from co-team members as exceptions. For every week of additional input requested from themselves and others – the team member should endeavor to mitigate 1 ton of CO2 emissions through voluntary-offset projects.
- A standing trend of working conditions/hours that lead to undermining of personal health will be relayed to relevant team members and steps taken to ameliorate conditions.

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