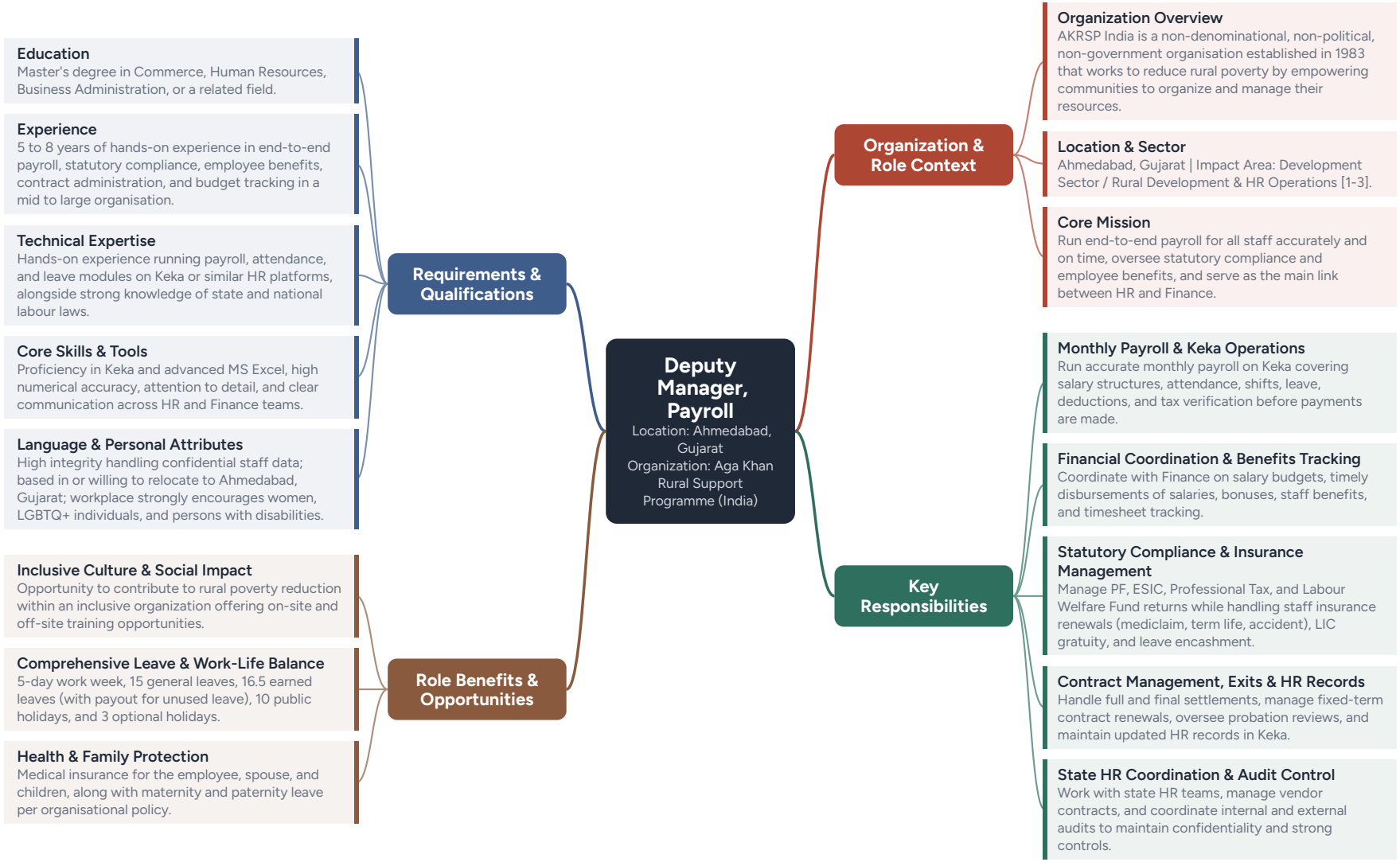
Aga Khan Rural Support Programme

Deputy Manager – Payroll in Ahmedabad | Aga Khan Rural Support Programme

Ahmedabad, Gujarat · full-time · senior level · Competitive

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Skills this role needs

- End-to-end payroll processing
- Keka HR and Payroll
- Statutory compliance for PF / ESIC / PT / LWF
- Full and final settlement and employee benefits
- Advanced MS Excel

Job description

Aga Khan Rural Support Programme

AKRSP India is a non-denominational, non-political, non-government organisation set up in 1983. It works to reduce rural poverty by helping communities come together, make their own decisions and manage their resources well. Its belief is simple: when rural communities are organised and empowered, they can build better lives and a healthier environment around them.

Role

As Deputy Manager, Payroll, you will run payroll for all staff from start to finish, making sure every person is paid correctly and on time. You will look after statutory compliance, staff insurance and benefits, contracts and exit settlements, and act as the main link between HR and Finance. The role needs care with numbers, respect for labour laws and AKRSP India's policies, and a steady hand with confidential staff data. AKRSP India strongly encourages women, LGBTQ+ people and persons with disabilities to apply.

Responsibilities

- Run accurate monthly payroll for all employees on Keka, including salary structures, attendance, shifts, leave, deductions and tax, and check every input before salaries are paid.
- Coordinate with Finance on salary budgets and on the timely payment of salaries, bonuses and staff benefits, and track timesheet submission.
- Manage statutory payments and returns for PF, ESIC, Professional Tax and Labour Welfare Fund, and keep the organisation compliant with the OSH Code, Shops and Establishment Act and Maternity Benefit Act as laws change.
- Manage staff insurance renewals for term life, group mediclaim and personal accident cover, along with gratuity and superannuation payments to LIC, earned leave encashment and the education reimbursement cycle.
- Handle staff exits through Keka, including accurate full and final settlements covering notice pay, leave encashment, gratuity and recoveries, and clearances with Finance.
- Track fixed term contracts and their renewals, oversee probation reviews and confirmations, and keep HR records in Keka up to date.
- Work with state HR teams on state-specific HR and compliance matters, and manage HR and payroll vendor contracts and documents.
- Coordinate internal and external payroll audits, keep a clear audit trail, close audit points on time, and strengthen controls, confidentiality and record keeping.

Requirements

- A master's degree in Commerce, Human Resources, Business Administration or a related field.
- 5 to 8 years of hands-on experience in end-to-end payroll, statutory compliance, employee benefits, contract administration and budget tracking in a mid to large organisation.
- Strong hands-on skills in running payroll, attendance, leave and core HR modules on Keka or a similar HR platform, along with advanced MS Excel.
- Good knowledge of state and national labour laws, fixed term contracts, probation processes, budgeting and audit requirements.
- Strong attention to detail and numerical accuracy, with the ability to meet several monthly deadlines under pressure.
- Clear and kind communication with Finance, HR, state HR teams and vendors, and the integrity to keep salary and staff data confidential.
- Based in or willing to move to Ahmedabad, Gujarat.

Benefits

- A chance to work with a respected NGO tackling rural poverty.
- On-site and off-site training opportunities.
- A 5-day work week.
- Medical insurance for you, your spouse and your children.
- Maternity and paternity leave as per organisational policy.
- 15 general leaves and 16.5 earned leaves each year, with unused earned leave paid out.
- 10 public holidays and 3 optional holidays.

Apply

Check your fit for the role and receive the apply link in your mailbox

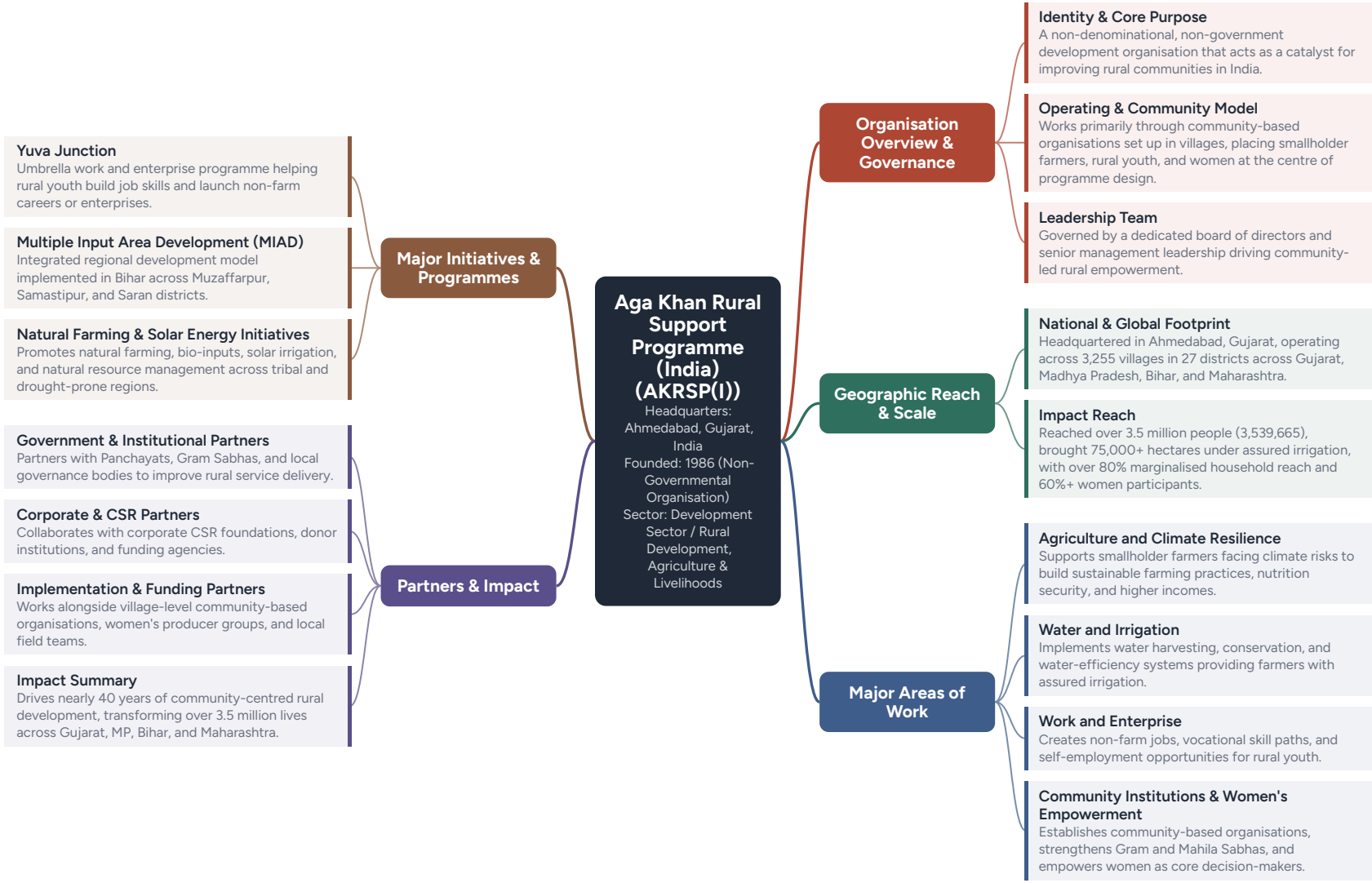
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About the organisation

Aga Khan Rural Support Programme

Rural Development and Livelihoods

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About Aga Khan Rural Support Programme

Aga Khan Rural Support Programme (India), known as AKRSP(I), is a non-denominational, non-government development organisation that works with rural communities in Gujarat, Madhya Pradesh, Bihar and Maharashtra. It describes itself as a catalyst for improving rural communities and gives direct support to local communities.

Youtube Video

Its work covers agriculture, water, renewable energy, youth employment and local governance, and its agriculture work aims to raise incomes, build climate resilience and improve food security. It works mainly through community-based organisations that it has helped set up in villages, and puts smallholders at the centre of how it designs its programmes. AKRSP(I) began work in Gujarat in 1986 and has since expanded to Madhya Pradesh (2004), Bihar (2008) and Maharashtra (2022).

> *Headquarters: Ahmedabad, Gujarat, India*

Major Areas of Work

- Agriculture and climate resilience: Helps smallholder farmers cope with droughts, floods, cyclones and irregular rainfall, with the aim of making them secure in nutrition and income and making their farming sustainable.
- Water and irrigation: Water harvesting, water conservation and water-efficiency work that gives farmers assured irrigation.
- Work and enterprise: Creates non-farm jobs and self-employment for rural youth as landholdings shrink and farm incomes become less certain.
- Community institutions and rural governance: Sets up community-based organisations and builds up their leaders so they can help Panchayats and other local governance bodies work better.
- Women's empowerment: Treats women as the core group for its programmes and supports them to raise local issues through forums such as Mahila Sabhas and Gram Sabhas.

Major Initiatives and Programmes

- Yuva Junction: The umbrella name for its work and enterprise programme, which runs courses that help rural youth assess their skills, build job and customer-facing skills, and move into non-farm jobs or their own businesses.
- Multiple Input Area Development (MIAD): The integrated approach it uses for development work in Bihar, in districts including Muzaffarpur, Samastipur and Saran.
- Natural farming and bio-inputs: Supports farmers and women's producer groups to take up natural farming and to make and sell their own bio-input products.
- Solar irrigation and solar energy: Solar-powered irrigation and other solar energy work, including in the tribal areas of South Gujarat, which the organisation says has scaled up in recent years.
- Natural resource management in Maharashtra: Its newest programme, working on land and water in hilly tribal villages of Sakri block, Dhule district.

Impact

AKRSP(I) states that it works in 3,255 villages across 27 districts in four states and has reached over 3.5 million people (3,539,665 by its own count). It says its water harvesting, conservation and efficiency work has brought more than 75,000 hectares of land under assured irrigation. By its own figures, over 80% of the households it reaches belong to marginalised communities, including tribal, Dalit and minority households, and over 60% of participants are women. Gujarat is its largest programme, covering 2,380 villages across 15 districts.

AKRSP(I) suits people who want hands-on rural development work in long-running community programmes. Staff work across agriculture, water, solar energy, youth livelihoods and local governance in very different settings, including Gujarat's coastal saline belt, drought-prone areas and tribal South Gujarat, central India, north Bihar and the tribal hills of Maharashtra. Field teams work from regional bases such as Mangrol, Sayla, Dangs and Netrang in Gujarat, which keeps the work close to communities. It fits agronomists, water and natural resource management specialists, livelihoods and enterprise professionals, and community organisers who want to work directly with smallholder farmers, women and rural youth.

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