

Human Resources and Finance Associate

Full-time | Head Office team

Base Location: Remote / Delhi based

Min. years of experience: 2 to 5 years

Reporting Line: Senior Finance Manager

Desired Start Date: 15 November 2026



About Oorja

Oorja (www.oorjasolutions.org) is an award-winning social enterprise operating in India. We are on a mission to empower 1 million farmers globally by 2035 with the agricultural solutions they need to sustainably increase their income and quality of life.

We are a Farming-as-a-Service company working at the intersection of sustainable agriculture and clean energy. Founded in 2016, Oorja aims to address the climate crisis by promoting clean solar energy in India through inclusive and affordable solar-powered irrigation solutions. Oorja leverages decentralised solar PV infrastructure to provide clean energy and climate-smart solutions that meet the needs of farmers and farming based institutions. Our farmer-centric business models enable transition from fossil fuels to clean energy thereby reducing carbon footprint, boosting productivity, increasing income, long term saving and enhancing climate resilience of communities, contributing to the SDGs.

Our core strengths are our inclusive, farmer-centric business model and a diverse and driven team with shared passion for sustainable development. Some of our funders and partners in this mission are:



Human Resources and Finance Associate

Oorja Development Solutions invites applications for a proactive and approachable HR and Finance Associate who brings structure, reliability, and care to how we support our people. This role offers the opportunity to work across a diverse team and help build an organized, responsive, and welcoming workplace.

Role Background

We are looking for a detail-oriented and responsible Human Resources and Finance Associate to manage day-to-day HR operations and ensure a smooth employee experience across Oorja's remote and field teams.

The role will oversee employee lifecycle processes, payroll, benefits, engagement, and HR administration while supporting financial operations and coordinating statutory and corporate compliance with the Senior Finance Manager and external advisors. Recruitment will form a limited part of the role, based on business requirements.

The indicative allocation of responsibilities is HR Management & Operations (40%), Financial Operations & Payroll Management (30%), MCA Compliance & Secretarial Coordination (20%), and Statutory Tax & Labour Compliance (10%).

Roles and Responsibilities

1. **Manage employee onboarding and offboarding:** Coordinate background verification, joining documentation, induction, asset allocation and recovery, and employee registration on Zoho. Ensure timely completion of exit formalities and coordinate inputs for full-and-final settlements.
2. **Maintain HR records and employee support:** Keep employee files, contracts, attendance, leave balances, and Zoho records accurate and updated. Draft employment letters and other HR communications, and act as the first point of contact for employee queries, including those from field teams. Coordinate with managers to resolve concerns and escalate sensitive matters appropriately.
3. **Coordinate performance management and training:** Administer appraisal timelines, track goal sheets and review documentation, and follow up with managers to ensure timely completion. Maintain training calendars, coordinate sessions, and track participation and feedback.
4. **Drive employee engagement and internal coordination:** Organize All Hands meetings, birthday and work-anniversary reminders, team retreats, and other engagement activities. Coordinate schedules, logistics, and employee communications across remote and field teams.
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7. **Coordinate performance management and training:** Administer appraisal timelines, track goal sheets and review documentation, and follow up with managers to ensure timely completion. Maintain training calendars, coordinate sessions, and track participation and feedback.
8. **Process payroll and support compensation planning:** Prepare and process monthly payroll through Zoho, validating attendance, leave, salary changes, deductions, and approved inputs with Finance. Ensure accurate, timely payouts and payslips; support compliant CTC structuring, workforce cost forecasts, and HR budget tracking.
9. **Administer reimbursements, invoices, and insurance:** Verify expense claims and supporting documents against company policies and approved budgets before submission to Finance. Track HR and administration consultant invoices and payment status. Manage health insurance enrolments, renewals, employee changes, and support travel-policy updates and cost-saving opportunities.
10. **Support corporate compliance coordination:** Assist the Senior Finance Manager in coordinating Board and shareholder meetings, including the AGM, by arranging logistics, gathering documents, and following up with relevant stakeholders. Support communication with the external Company Secretary and track pending documentation and compliance requirements under the Senior Finance Manager's guidance.
11. **Support statutory compliance and audit readiness:** Prepare and reconcile payroll inputs for applicable PF, ESI, Professional Tax, and employee TDS requirements, coordinating payments and filings with the Finance Team. Collect investment declarations and supporting documents, facilitate Form 16 issuance, and maintain organized records and reconciliations for audits.
12. **Support recruitment when required:** Coordinate job descriptions, candidate screening, interview scheduling, and offer documentation for approved vacancies.
13. **Track operational performance and follow-through:** Maintain calendars and trackers for payroll, appraisals, insurance, employee requests, and compliance activities. Target 100% accurate and timely payroll processing, complete documentation, timely closure of employee requests, and no missed deadlines within the role's control; flag dependencies and risks early.

Qualifications & Abilities

- Preferably 2–5 years of relevant experience in HR operations, payroll, and employee administration.
- Hands-on experience with Zoho People and Zoho Payroll, or comparable HR and payroll systems.
- Working knowledge of attendance and leave administration, reimbursements, employee insurance, compensation structures, and applicable Indian payroll compliances.
- Proficiency in Microsoft Excel or Google Sheets, document preparation, and maintaining accurate records and trackers.
- Clear written and verbal communication in English and Hindi, with the ability to support field employees and coordinate across teams.
- Strong organizational skills, attention to detail, discretion with confidential information, and the ability to manage multiple deadlines independently.

Remarks

- Initial 3-month probation period. Thereafter, this will be a full-time permanent position
- This role requires travel to Uttar Pradesh and other company site locations as and when required by the company.

Reporting Relationships

- Reports to the – Senior Finance Manager

What We Offer

- A highly enthusiastic, driven and ambitious team
- A melting pot of diverse talents – development professionals, researchers, engineers, farmers, scientists and community mobilisers
- Competitive remuneration package
- Interesting field of work where you will build your understanding of solar technology
- Close mentorship for career development
- A flat and open work culture and friendly work environment
- Experience and responsibility at an award-winning company in the renewable energy and agri- tech industries, among the fastest-growing segments of the global economy
- The opportunity to make a difference and to help improve people's lives.

How to Apply

Even if you do not meet all the criteria, we still encourage you to apply. Please apply by filling the online application form here – www.oorjasolutions.org/apply-now.

Equal Opportunities and Non-Discrimination Statement

Oorja Development Solutions India Private Limited is an equal opportunity employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to religion, race, caste, gender, place of birth, sexual orientation, marital status or disability status. Oorja endeavours to provide a safe, diverse and comfortable workplace. Oorja will not adversely discriminate, and prohibits other adverse discrimination at the workplace, against any person on its premises, whether that person is in its employment or otherwise. If you can contribute to our organisation, you are welcome, regardless of your roots, religion, age or gender.