

JOB DESCRIPTION



OPENING FOR: ASSOCIATE DIRECTOR FINANCE

NAME OF THE PROGRAM: CENTRAL OPERATIONS

ROLE REPORTS TO: DIRECTOR FINANCE

JOB LOCATION: SANTACRUZ

ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health

PURPOSE OF THE ROLE

The Associate Director Finance will be responsible for all financial statutory compliances and for overall budgetary management of SNEHA for all programs/ domains. He/She will be responsible for sound financial management and financial accounting and ensures the conformity of the procedures undertaken across the domain. Ensures financial and budgetary coordination of internal and external funds. Will be responsible for enhancing the finance systems and procedures. He/She will also manage critical finance functions like payroll, banking, payments, donation and grant management, MIS, Statutory Audits, Funder Audits, Technology. He/ She will also oversee finance process on record keeping, allocation of common cost as per policy, data Storage, reconciliations

THE ROLE

1. Responsible for Budgeting & Forecasting : Support the annual budget and forecasting processes. This may include creating budget tools, coordinating budget processes, and supporting leadership in creating their budget. It may also include coordinating the project pipeline and staffing forecasts. Support with monthly analysis and preparation of forecast for projects
2. Responsible for Fund Utilisation, Reporting & Analysis : Oversee the creation, preparation and maintaining of insightful financial reporting which may include budget monitoring reports, monthly & quarterly management reports, and dashboards. Prepare presentations for Senior Management, Finance Committee and the Board of Trustees. Oversee the funder related reporting on grants and donations received, preparation of fund request letter to be sent to

fundings and analyzing reasons for over and underspendings. Prepare annual and project budgets on time, monitor their implementation and update them when necessary.

3. **Compliances :** Coordinate across multiple domains to ensure all finance related compliances and appropriate documentation. Coordinate response to statutory audits, including acting as the main contact, coordinating responses from others, and directly participating in preparing and reconciling information requested for auditors. Periodically audit internal records as necessary to validate that transactions are appropriately recorded to ensure compliance, and address gaps as necessary. Ensure all statutory compliance payments and returns are timely and accurate. Responsible for Payroll processing, supervise and ensure all salary and consultancy related processing and accounting is being done on time. Responsible for timely filing of TDS return, FCRA return, Income Tax return, Charity Commissioner return. Ensuring timely completion of audits and preparation of final accounts. Interface with auditors, tax advisors, HR consultants on legal and compliance issues for audited financials, payroll, provident fund, profession tax and contractual payments. Responsible for communication with Tax authorities for any details required in relation to scrutiny proceedings or any other matter. Responsible for collation of all data for all kind of scrutiny assessments from various stakeholders.
4. **Accounting :** Ensure processes and documentation are in place to support all compliance requirements. Ensure reconciliation of all accounts which are related to compliance monitoring, including intercompany balances and transactions between multiple bank accounts, payable and receivable accounts. Ensure the validity of the accounting documents and validate the conformity of the accounting entries, as well as the allocations as per the budget lines. Ensuring the quality of accounting records and gathering the correct financial information for the preparation of financial reports. Overseeing all donation and grants related accounting after ensuring complete documentation. Responsible for Income Accounting and related documentation.
5. Ensure the dissemination and respect of administrative and financial procedures and ensure that they are kept up to date. Ensuring timely finance and budgets related induction is conducted with all the relevant stakeholders. Responsible for capacity building of all the relevant stakeholders on finance related processes and compliances. Co-ordinating with program/ domain teams for smooth implementation of finance processes.
6. **Technology & Standardization:** Improve accounting system for recording of all financial transactions as required. Coordinate between all programs/domains to ensure same financial system and principles are being followed. Focus on use of technology for automation of processes, collation of standardised information leading to time-saving/ better recording of financial transactions.
7. **Banking & Payments :** Overseeing all bank related work and bank correspondence. Overseeing all banking related processes, including related accounting and documentation and

reconciliations. Responsible for payment process and its documentation and processing of payments as per agreed timelines.

8. Ensure the correct filing and security of the organization's documents (physical and digital versions) for all financial related records.
9. Providing inputs on funder MOU's and other vendor contracts, leave and license agreements for all financials aspects and financial compliance.
10. Overseeing funder compliances with respect to all financial aspects. Coordinate across other domains to ensure compliance related to funders and ongoing actions are completed on a timely basis, including regular tracking and updates to senior management. Support donor due diligence needs related to financial compliance. Overseeing all aspects of finance related compliances for funder audits- pre and post grants. Responsible for setting up processes for financial compliances as per funding requirement, including compilation of all financial records for submission to funders.
11. Manage the planning, distribution, and coordination of finance team's work. Ensure the capacity building of your team (training, exchange of experiences and assistance in your domain). Identifying the training needs of all finance teams or members and develop the capacity-building plan. Develop and monitor individual action plans for team members;
12. Organize monthly team meeting and participate in regular meetings with program teams.

EDUCATIONAL QUALIFICATION & EXPERIENCE

1. Master's Degree in Commerce/ Financial Management or CA Intermediate or equivalent or Chartered Accountant.
2. Minimum 10 years of experience in accounts/ finance/ audit functions with atleast 5 years and above in managerial role.
3. Prior experience of working in non-profit sector is must for minimum 5 years
4. Experience in managing / monitoring large budgets / multi-donors.
5. Relevant experience in creating and applying various financial management tools
6. Very good knowledge of donor procedures and compliances
7. Excellent knowledge of India law related to non-profits and experience of handling scrutiny proceedings
8. Advanced knowledge of the fundamentals of accounting and management control
9. Knowledge of accounting and budgeting tools

10. Advanced knowledge of the financial structure of Indian non-profits, preferably public charitable trusts
11. Knowledge of the fundamentals of project management

PERSON SPECIFICATION REQUIREMENTS

Essential

1. In depth understanding of accounting and financial principles and relevant thematic knowledge.
2. Effective planning and implementation skills for timely completion of assigned
3. Problem solving ability and ability to multi-task and work simultaneously on different tasks

4. Effective team management and delegation skills.
5. Effective communication skills – written and oral.
6. Working knowledge of Tally ERP 9, MS Office – Word, Excel, PPT is a must.
7. Ability to access and make best use of resources to the advantage of the organisation

DESIRABLE

1. Achieving deliverables of the domain
2. Achieving tasks through collaboration and team work.
3. Ability to work under pressure and in complex and dynamic non-profit work environment.
4. Sense of creativity, organization, analysis and open-mindedness
5. Results-oriented with a great capacity for anticipation
6. Good skills in written and verbal communication
7. Good sense of autonomy, initiative and prioritization
8. Great ability to listen, communicate, flexibility and leadership.
9. Good analytical, synthesis and writing skills.
10. Building staff capacity on financial processes.
11. Ensuring consistency and continuity, sharing, being transparent, seeking and giving inputs, taking initiative and responsibility of being well informed about the organization.
12. Upholding equality, parity, non- discrimination
13. Valuing strengths in people
14. Achievement mindset and an eagerness to take initiative
15. Sound values and work ethics
16. Adaptability and flexibility
17. Good command of IT tools
18. Knowledge of management software or enterprise resource planning system, is an advantage.

APPLICATIONS

Interested applicants can send their updated CVs to: recruitment@snehamumbai.org
amrita.srivastava@snehamumbai.org with Subject line-**SNEHA-CENTRAL OPERATIONS -FINANCE-ASSOCIATE DIRECTOR-SANTACRUZ**