

JOB DESCRIPTION



OPENING FOR: CONSULTANT FINANCE

NAME OF THE PROGRAM: CENTRAL OPERATIONS

ROLE REPORTS TO: DIRECTOR FINANCE

NO OF HOURS: 160 HOURS

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 Consultant Finance will be responsible for preparation of programme budget for assigned projects. Responsible for finalisation of fund utilisation statement for funders and coordinating for funder audits for assigned projects. Build capacity of programme team to effectively manage programme budgets.

THE ROLE

1. Responsible for Budget preparation or any other financial information required by funder including budget as per funder template
2. Preparing fund utilisation statement alongwith reasons for under-utilisation,
3. Providing inputs on funder MOU for budget related part
4. Responsible for ensuring funder compliances with respect to finance
5. Preparing fund request, budget reallocation request, attending funder meetings
6. Responsible for allocation of project management cost
7. Authorisation of all payment related vouchers between Rs.10000 to Rs.50000 in tally and payment tracker
8. Preparing monthly statement for transfer of funds from dedicated bank account to central bank accounts
9. Approval for funder related cost codes for tally

10. Conducting budget induction with respective finance and project team
11. Responsible for finance related functions for funder audits- pre and post grants
12. Providing inputs on leave and license agreement for financial part
13. Responsible for capacity building of APD/PD/ Coordinator Finance on budget preparation
14. Ensuring tracking is done for allocation of project office running cost to all projects/ other common cost between all projects
15. Checking & approving tally entries for Monthly Salary/Consultant remuneration
16. Co-ordinating with program/ domain teams for smooth implementation of finance processes
17. Responsible for setting up processes for financial compliances as per funding requirement, including compilation of all financial records for submission to funders.

EDUCATIONAL QUALIFICATION & EXPERIENCE

1. Master's Degree in Commerce/ Financial Management or CA Intermediate or equivalent or Chartered Accountant.
2. Minimum 7 years of experience in audit, accounts/ finance department
3. Prior experience of working in non-profit sector is must, preferably working with international funding agencies

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 assigned 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 OR suchita.yadav@snehamumbai.org with Subject line-**SNEHA-CENTRAL OPERATIONS -FINANCE-MANAGER FINANCE-SANTACRUZ**