

JOB DESCRIPTION



OPENING FOR: FINANCE COORDINATOR

NAME OF THE PROGRAM: CENTRAL OPERATIONS AND SAMAGRA

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 Finance Coordinator will support the Finance Consultant for preparation of programme budget for the assigned project. Will be responsible for monitoring of budgets against actual expenses on monthly basis, against cost center as per approved budgets for the assigned projects. Guides Finance Officer for day to day work. Will also be responsible for banking operations.

THE ROLE

1. Budget Monitoring: Monitoring of budgets as per approved budget and budget notes. Tracking monthly budget vs utilisation and discussion with project team. Authorising of all payment related vouchers upto Rs.10000 in tally and in payment tracker. Quarterly reconciliation of earmarked funds for respective funders. Ensuring monthly reconciliation of staff & vendor advances/ prepaid expenses/ outstanding expenses/expense payable, allocation of expenses like PF/Insurance, SNEHA day, AMC, etc. Mapping of funder related cost codes for tally. Monthly checking of all vouchers entered in tally with physical vouchers. Providing approval for completion of all TDS related entries. Responsible for finance induction of all new joiners in finance processes. Responsible for collation of document for funder audits, ensuring all closing and opening balances for project related accounts are correctly reflected in tally. Updating monthly Salary/Consultant remuneration(Allocation) and checking & approving tally entries(subject to assigned limits) for Monthly Reimbursement to staff for conveyance & telephone. Co-ordinating with program/ domain teams for smooth implementation of finance

processes. Will support Finance Supervisor in setting up processes for financial compliances as per funding requirement, including compilation of all financial records for submission to funders.

2. Banking: Documentation for opening of fixed deposits, redemption of fixed deposits, regular reconciliation of physical fixed deposits with tally records, Bank Reconciliation of Central bank accounts (other than dedicated funder bank accounts). Reconciled accounts for all income related to investment alongwith TDS credit related to investments in our books of accounts

EDUCATIONAL QUALIFICATION & EXPERIENCE

1. Master's Degree or higher (with minimum 5 years of work experience) or Bachelor's Degree (with minimum 10 years of work experience) in Commerce/ Financial Management
2. Minimum 3 years of similar work experience in 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 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.

DESIRABLE

1. Achieving deliverables of the domain
2. Achieving tasks through collaboration and team work.
3. Building staff capacity on financial processes.
4. Ensuring consistency and continuity, sharing, being transparent, seeking and giving inputs, taking initiative and responsibility of being well informed about the organization.
5. Upholding equality, parity, non- discrimination
6. Valuing strengths in people
7. Sound values and work ethics

APPLICATIONS

Interested applicants can send their updated CVs to: **recruitment@snehamumbai.org** OR **shikha.kotian@snehamumbai.org** with Subject line-**SNEHA-FINANCE-SAMAGRA and CENTRAL OPERATIONS- FINANCE COORDINATOR-SANTACRUZ**