

JOB DESCRIPTION



JOB ID- FIN|OPS-FIN|FT|FO-06|21

OPENING FOR: FINANCE OFFICER

NAME OF THE PROGRAM: CENTRAL OPERATIONS

ROLE REPORTS TO: FINANCE COORDINATOR

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 Officer will assist the Finance Coordinator for monitoring of budgets, data entry of vouchers, reconciliation of program advance for assigned domain budgets. The Finance Officer will be responsible for filing of all central records related to payroll, payments, utility, donations & grants, statutory payment related records in assigned files on timely basis. He/She will also be responsible for all administrative tasks.

THE ROLE

1. Responsible for checking of all vouchers with complete documentation and data entry in tally/payment tracker
2. Responsible for settlement of all staff advances
3. Responsible for ensuring bill to bill reconciliation of all vendor accounts
4. Responsible for bank reconciliation of dedicated bank accounts including bank charges/ interest
5. Ensuring monthly record keeping of all financial documents including vouchers, staff advance settlements, creditors accounts for all audits, checking of all opening and closing balances in tally.
6. Updating Monthly Reimbursement(allocation) to staff for conveyance & telephone
7. Co-ordinating with program/ domain teams for smooth implementation of finance processes.

8. Will support Finance Coordinator in setting up processes for financial compliances as per funding requirement, including compilation of all financial records for submission to funders.
9. Will file all payroll, payments, utility, donations & grants, statutory payment related records in assigned files on timely basis
10. Will be responsible for sending stationery requests and all other administrative task for finance team.

EDUCATIONAL QUALIFICATION & EXPERIENCE

1. Bachelor's Degree or higher in Commerce
2. Minimum 1-2 years of experience in accounts/finance department
3. Prior experience of working in non-profit sector is desirable.

PERSON SPECIFICATION REQUIREMENTS

Essential

1. Knowledge of Accounting principles
2. Ability to multi-task
3. Good communication skills – written and oral.
4. 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. Ensuring consistency and continuity, sharing, being transparent, seeking and giving inputs, taking initiative and responsibility of being well informed about the organization.
4. Sound values and work ethics

APPLICATIONS

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