



**JOB DESCRIPTION: FINANCE CONSULTANT (FOR BUDGET MANAGEMENT OF SNEHA CENTRE / RESEARCH & IM OR MNH & SNEHA SHAKTI)**

**Designation : Finance Consultant**

**Reporting to : Finance Consultant (Central Operations)**

**THE PROFILE:**

The Finance Consultant/ Manager Finance will be responsible for preparation and monitoring of programme budget as per organisation/ funder approvals. Responsible for finalisation of fund utilisation statement for funders and managing funder audits. Build capacity of programme team to effectively manage programme budgets.

**DUTIES & RESPONSIBILITIES:**

Preparation and modification of program budget as per proposal and gantt chart.

Ensuring monthly internal meetings with program team for discussion on all existing budgets, variance against budget, plan for next month and change in program plan and informing any critical changes to central finance team/ supervisor on monthly basis.

Ensuring required documentation is maintained of all vouchers and its proper accounting (in tally) for projects handled alongwith the concerned finance coordinator/ officer as per organisation/ funder requirement for any audit.

Overseeing monthly reconciliation of dedicated bank account and receivables and payables, if any, for the projects handled, monthly scrutiny for all related ledger accounts/ cost centres

Preparing financial utilisation report as per funder requirements/ frequency (alongwith reasons for under-utilisation) in funder reporting formats & managing funder audits for due diligence and financial monitoring.

Collating any other financial information required by funder including budget as per funder template

Providing inputs on funder MOU for budget related part

Responsible for ensuring funder compliances with respect to finance

Preparing fund request, budget reallocation request, attending funder meetings

Responsible for allocation of project management cost

Checking and authorisation of all payment related vouchers as per approval matrix

Preparing monthly statement for transfer of funds from dedicated bank account to central bank accounts

Approval for funder related cost codes for tally

Ensuring timely budget induction with respective finance and project team

Responsible for finance related functions for funder audits- pre and post grants

Providing inputs on leave and license agreement for financial part

Responsible for capacity building of APD/PD/ Coordinator Finance on budget preparation

Ensuring tracking is done for allocation of project office running cost to all projects/ other common cost between all projects

Checking & approving tally entries for Monthly Salary/Consultant remuneration

Co-ordinating with program/ domain teams for smooth implementation of finance processes

Any other additional work/ tasks assigned by supervisor/ Director Finance/Associate Director Finance as per requirement for audits/ income tax scrutiny purpose or organisation requirement.

**QUALIFICATIONS & EXPERIENCE:**

1. Master's Degree or higher (with minimum 5 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 desirable.

**SKILLS & COMPETENCIES :**

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.

**OUTCOMES & BEHAVIOURS**

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

Interested candidates can send their CV via email to [sejal.kandalgaonkar@snehamumbai.org](mailto:sejal.kandalgaonkar@snehamumbai.org) with the Subject line "FINANCE CONSULTANT"