

## **JOB DESCRIPTION:**

**Designation** : **FINANCE COORDINATOR**  
**Reporting to** : **MANAGER FINANCE**

The Finance Coordinator will support the Manager Finance for preparation of payroll data and its processing and related processes for PF / Ptax and TDS deposit and timely filing of TDS return for salaries. Support the Manager Finance for all banking and investment related processes, including related accounting and documentation.

## **ROLE:**

1. Payroll: Preparing Payroll & Consultant Payment & payment challans for TDS on salary, Provident Fund, Profession Tax and Filling of related documents. Reconciliation of payroll related ledger accounts on monthly basis.
2. Banking & Investment : Documentation ensured 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 along with TDS credit related to investments in our books of accounts. Interest related accounting and reconciliation with Income Tax records. Support Manager Finance for coordination and documentation and record keeping of all banking related records (other than payment processing).

## **KNOWLEDGE, SKILLS AND COMPETENCIES:**

1. In depth understanding of payroll and working knowledge of related statutory payments
2. Working knowledge of banking and investments
3. Effective planning and implementation skills for timely completion of assigned
4. Problem solving ability and ability to multi-task and work simultaneously on different tasks.
5. Effective team management and delegation skills.
6. Effective communication skills - written and oral.
7. 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

## **QUALIFICATIONS AND 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 5 years of similar work experience in accounts/ finance department
3. Prior experience of working in non-profit sector is desirable.

Interested candidates can send their CV via email to [sejal.kandalgaonkar@snehamumbai.org](mailto:sejal.kandalgaonkar@snehamumbai.org) with the Subject line "Finance Coordinator || Central Operations"