

JOB DESCRIPTION:

Designation : COORDINATOR- FINANCE
Reporting to : FINANCE CONSULTANT (COMPLIANCE)

The Coordinator-Finance will support the Finance Consultant (Compliance) for financial statutory payments/compliances and filing of statutory returns/ documents with the Income Tax, FCRA, Charity Commissioner and donation and grant management. He/ She will also be jointly responsible for finance process on record keeping, data storage, reconciliations, filing of all central records related to compliance, donations & grants, statutory payment related records in assigned files on timely basis.

ROLE:

1. **Compliances:** Ensure all statutory compliance payments and returns are timely and accurate. Responsible for timely filing of TDS return, and other statutory compliance. Ensuring Tally entries are timely passed and physical filing of TDS payment challans.
2. **Income & related accounting:** Monitoring all the relevant bank accounts for receipt of the funds. Ensuring ongoing data entry in fundraising sheet and in tally for all donations/ grants received. Monthly reconciliation of all income related ledger accounts. Co-ordinate with Fundraising Team for FR forms and issue of receipts. Co-ordinating with finance team to inform the receipt of income.
3. Support the Finance Consultant in preparing and filing Form 10BD on the Income Tax Portal for Donations and Issuing donation certificates.
4. Support the Finance Consultant (Central)/ Director Finance for tracking of donor due diligence requirement for financial compliances, including compilation from respective finance team of all financial records for submission to funders.
5. Completion of all donations/ grants/ compliance records and collation of related data for internal and statutory audit. Assisting in common finance induction for new joinees. Support the Finance Consultant and Coordinate with finance team and other domains for collation of data for preparing financial statements for internal and statutory audit and Income Tax scrutiny work and other such tasks.
6. **Technology & Standardisation -** Assist Finance Consultant on use of technology for automation of processes, collation of standardised information leading to time-saving/better recording of financial transactions. Process documentation for TDS payment & return filing.

KNOWLEDGE, SKILLS AND COMPETENCIES:

1. In depth understanding of finance processes, command over all finance database related to accounting and compliance.
2. In depth understanding of compliance and working knowledge of related statutory payments
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 7 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.

Salary - Upto 44,000/- per month.

Applications to be sent via email to sejal.kandalgaonkar@snehamumbai.org with subject line "Coordinator Finance"