JOB DESCRIPTION: FINANCE OFFICER - CENTRAL OPERATIONS

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 is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai’s most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

SNEHA recognises that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and 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. We have currently 11 programs running across SNEHA which are Maternal and Newborn Health (MNH), Child Health and Nutrition (CHN) – Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research andIM.

ABOUT THE PROGRAM

Finance Department:
Responsible for Accounting, Banking Coordination for all Banking work, Investments related accounting work, Payroll relating accounting processing filing and document printing, Investment documentation preparation, Systematic and timely filing.

THE PROFILE

The Finance Officer will assist the Finance Coordinator for banking and payments processing work, data entry of bank entries in books of accounts. Preparing Bank Reconciliation, Bank Transfers, Bank Internal Transfer and Investment Entries of Fixed Deposit and passing entries of Saving Bank Interest.

JOB LOCATION

Santacruz
DUTIES & RESPONSIBILITIES:

1. Coordination with all the banks banking related work.
2. Assistance in preparation of bank files for payment processing, arranging prints.
3. Timely Compilation and updation of UTR and sending bulk emails to the team
4. Responsible for bank reconciliation of all bank accounts including bank charges/interest
5. Accounting and preparation of documents for Investments
6. Document preparation and filing of bank documents related to payroll, Consultancy and Reimbursements

MANAGEMENT & REPORTING

REPORTING TO: FINANCE MANAGER

QUALIFICATIONS & 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.

SKILLS & COMPETENCIES

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.

OUTCOMES & BEHAVIOURS

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 to be sent via email to sejal.kandalgaonkar@snehamumbai.org with Subject line: “Finance Officer || Santacruz”