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.

THE PROFILE

The Officer-Finance will assist the Coordinator-Finance for monitoring of budgets, data entry of vouchers, reconciliation of program advance.

DUTIES & RESPONSIBILITIES:

1. Budget Monitoring: Responsible for checking of all vouchers with complete documentation and data entry in tally/payment tracker. Responsible for settlement of all staff advances. Responsible for ensuring bill to bill reconciliation of all vendor accounts. Responsible for bank reconciliation of dedicated bank accounts including bank charges/interest. 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. Updating Monthly Reimbursement(allocation) to staff for conveyance & telephone. Co-ordinating with program/domain teams for smooth implementation of finance processes. Assist the Coordinator-Finance for collation of document for funder audits, ensuring all closing and opening balances for project related accounts are correctly reflected in tally.

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.

Reporting to: Coordinator-Finance

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. Ability to multi-task and work simultaneously on different tasks.

4. Good communication skills – written and oral.

5. Working knowledge of Tally ERP 9, MS Office – Word, Excel is a must.

APPLICATIONS

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: “Officer Finance”