

JOB DESCRIPTION: OFFICER-FINANCE, CENTRAL OPERATIONS



ABOUT SNEHA

A secular, Mumbai-based non-profit organization, 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 recognizes 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 multiple programs running across SNEHA which are Maternal and Child Health (MCH), Empowerment Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC), Public Systems Partnership (PSP), SNEHA Shakti, Livelihood Program, Palliative Care and various domains/departments under Central Operations, Research & Information Management.

Reporting to : Coordinator-Finance

Location: Santacruz

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.
2. Responsible for settlement of all staff advances.
3. Responsible for ensuring bill to bill reconciliation of all vendor accounts.
4. Responsible for bank reconciliation of dedicated bank accounts including bankcharges/ interest.
5. Ensuring monthly record keeping of all financial documents including vouchers, staff advance settlements, creditor's accounts for all audits, checking of all opening and closing balances in tally.
6. Updating Monthly Reimbursement (allocation) to staff for conveyance & telephone.
7. Coordinating with program/ domain teams for smooth implementation of finance processes.
8. 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.

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 to be sent via email to recruitment@snehamumbai.org with Subject line: "Finance Officer"