

ABOUT SNEHA

SNEHA, a Mumbai-based non-profit with over 450 staff, focuses on improving health and nutrition in urban slums. Using a life-cycle approach, it addresses critical health and nutrition needs at key stages—from adolescence to family planning—aiming to enhance outcomes for women and children in vulnerable communities across Mumbai and the Mumbai Metropolitan Region.

It focuses on enhancing urban health by empowering both care seekers and providers. We work with informal settlement communities to drive change and partner with public health systems to ensure sustainable improvements. Our programs include Maternal and Child Health, Empowerment Health And Sexuality of Adolescents, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

“WHAT’S IN IT FOR ME” (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!

For detailed Information visit our website: www.snehamumbai.org and follow us on:

<u>SNEHA - SOCIAL MEDIA HANDELS</u>	
	@snehamumbai_official
	https://www.facebook.com/SnehaMumbai
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

Designation: ASSOCIATE DIRECTOR FINANCE – COMPLIANCES

-  **Role:** This role will oversee all financial statutory compliances, financial management, and accounting. They will ensure adherence to procedures, enhance finance systems, and manage functions like payroll, banking, payments, donations, grants, MIS, audits, and technology. Additionally, they will handle record-keeping, cost allocation, data storage, and reconciliations.
-  **Educational Requirement:** Master's Degree in Commerce/ Financial Management or CA Intermediate or equivalent or Chartered Accountant.
-  **Experience:** Minimum 10 years of experience in accounts/ finance/ audit functions with atleast 5 years and above in managerial role.
-  **Location:** Santacruz
-  **Reports to:** Director Finance
-  **Apply:** Applications are to be sent via email to damini.pandey@snehamumbai.org with the Subject line: “Position Name mentioned in the JD”

Compressive overview of the position

The **Associate Director of Finance** will play a critical role in overseeing financial compliance, accounting, and management systems within the organization. Their responsibilities span across several key areas, ensuring the alignment of financial processes with statutory and internal standards.

Core Responsibilities

1. **Financial Compliance & Statutory Obligations:** Ensure adherence to all financial statutory compliances, including payroll processing, timely filing of returns (TDS, FCRA, Income Tax), and coordinating audit responses. Manage communication with auditors and tax authorities.
2. **Accounting & Documentation:** Oversee the reconciliation of accounts, validate accounting entries, and ensure proper documentation for all transactions, including donations, grants, and income accounting. Maintain accurate financial records for reporting.
3. **Procedure Management & Capacity Building:** Ensure the up-to-date dissemination of financial procedures, conduct finance inductions, and provide capacity-building support to stakeholders and teams, promoting compliance and effective finance processes.
4. **Technology & System Standardization:** Drive improvements in accounting systems, promote automation, and ensure consistent financial principles across all domains, enhancing data management and time efficiency.
5. **Banking, Payments, & Document Security:** Oversee all banking activities, payment processes, and related documentation. Ensure secure filing and storage of all financial records, both physical and digital.
6. **Team Leadership & Collaboration:** Manage the finance team, distribute work effectively, and identify training needs. Organize team meetings and collaborate with program teams to ensure smooth finance operations and alignment on financial matters.

CRITICAL TRAITS:

- **Experience in Managing/Monitoring Large Budgets / Multi-Donors:** Ability to handle complex financial landscapes involving multiple stakeholders.
- **Relevant Experience in Creating and Applying Financial Management Tools:** Expertise in developing and implementing financial tools to support efficient management.
- **Donor Procedures and Compliances:** In-depth knowledge of donor-related financial regulations and procedures.
- **Knowledge of India Law for Non-Profits:** Expertise in the legal framework surrounding non-profits in India, especially regarding scrutiny proceedings.
- **Accounting and Management Control:** Strong understanding of accounting principles and management control systems.
- **Knowledge of Accounting and Budgeting Tools:** Familiarity with the tools and systems used in financial management and budgeting.
- **Financial Structure of Indian Non-Profits:** Knowledge of the financial structures, preferably for public charitable trusts.
- **Project Management Fundamentals:** Understanding of project management concepts, especially related to financial aspects in non-profit environments.

BEHAVIORAL COMPETENCIES:

- **Planning and Implementation:** Effective planning and execution of tasks to meet deadlines.
- **Problem-Solving and Multi-Tasking:** Ability to solve problems efficiently while handling multiple tasks simultaneously.
- **Team Management and Delegation:** Leadership skills in managing teams and delegating tasks effectively.
- **Effective Communication:** Strong verbal and written communication skills to ensure clarity in interactions.
- **Technical Proficiency:** Working knowledge of Tally ERP 9, MS Office (Word, Excel, PowerPoint).
- **Resource Management:** Ability to utilize resources effectively for the organization's benefit.
- **Collaboration and Teamwork:** Working cohesively with others to achieve objectives.
- **Pressure Management:** Capability to work under pressure and adapt to a dynamic environment.
- **Creativity and Organization:** A sense of creativity, organization, analysis, and open-mindedness.
- **Results-Oriented with Anticipation:** Focus on achieving goals with foresight and planning.
- **Autonomy and Prioritization:** Strong self-management and the ability to prioritize tasks effectively.
- **Listening and Leadership Skills:** Ability to listen actively, show flexibility, and lead effectively.
- **Staff Capacity Building:** Helping teams improve their skills and understanding of financial processes.
- **Transparency and Initiative:** Ensuring transparency, sharing information, and taking initiative in decision-making.
- **Upholding Equality and Non-Discrimination:** Commitment to equal treatment and non-discriminatory practices.
- **Strength-Based Approach:** Recognizing and valuing the strengths of others.
- **Achievement Mindset:** A strong drive to achieve goals and take proactive steps toward success.
- **Sound Ethics and Values:** High standards of integrity, professionalism, and ethics.
- **Adaptability:** Flexibility in adjusting to new challenges and changing environments.
- **IT and Management Software Proficiency:** Good command of IT tools and knowledge of enterprise resource planning systems (ERP).

“Come and be a catalyst for innovation and positive change—apply today to shape the future with us!”