

FINANCE OFFICER- COMPLIANCE

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, Adolescent Health and Sexuality, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

ABOUT THE DOMAIN

Finance Department:

Responsible for Accounting, Banking, Budgeting & Budget Monitoring, Payroll processing, statutory compliances, Audit, Taxation.

“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: Finance Officer

- ✚ **Role:** The finance officer will be responsible for filing of all records related to donations & grants, TDS, funder files, statutory files and other related records in assigned files on timely basis.
- ✚ **Educational Requirement:** Bachelor's Degree or higher in Commerce
- ✚ **Experience:** Minimum 1-2 years of experience in accounts/finance department
- ✚ **Location:** Santacruz
- ✚ **Reports to:** Finance Coordinator
- ✚ **Apply:** Applications are to be sent via email to lakhvinder.kaur@snehamumbai.org with the Subject line: "Officer- Finance (Compliance)"
- ✚ **Date of publishing:** 4th April 2025

COMPREHENSIVE OVERVIEW OF THE POSITION

The Finance Officer will assist the Finance Coordinator for TDS compliances and assist in Audit preparations & other statutory work such as Charity Commissioner compliance, Income Tax compliances, FCRA compliances.

CORE RESPONSIBILITIES

- Responsible for checking of donation & grants & other income documentation with FR team and data entry in tally/other trackers & assist in issuance of Form 10BD
- Responsible for preparing monthly TDS data & data entry & filing & assisting in issuance of TDS certificates
- Responsible for filing of donation & grants documents on regular intervals
- Responsible for coordinating with banking team for receipt of donation & grants and checking the bank statements on regular basis.
- Coordinating with teams for smooth implementation of finance processes.
- Assisting Supervisors for Statutory Work with respect to Income Tax, FCRA, Charity Commissioner returns & other requirements & ensuring the filing of statutory documents
- Will support Finance Coordinator in setting up processes for financial compliances.

BEHAVIOURAL COMPETENCIES

- Achieving deliverables of the domain
- Achieving tasks through collaboration and team work.
- Ensuring consistency and continuity, sharing, being transparent, seeking and giving inputs, taking initiative and responsibility of being well informed about the organization.
- Sound values and work ethics

CRITICAL TRAITS

- Knowledge of accounting principles
- Ability to multi-task
- Good communication skills – written and oral.
- Working knowledge of Tally ERP 9, MS Office – Word, Excel, PPT is a must.

DESIRABLE

- Prior experience of working in non-profit sector.

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