

JOB DESCRIPTION

DESIGNATION: MANAGER FINANCE (for CENTRAL)

NAME OF THE PROGRAM: CENTRAL OPERATIONS

ROLE REPORTS TO: DIRECTOR FINANCE (later Associate Director Finance)

JOB LOCATION: SANTACRUZ



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

PURPOSE OF THE ROLE

Manager Finance will be responsible for payroll processing and related processes for PF / P Tax and TDS deposit and timely filing of TDS return for salaries. Responsible for Income Accounting and related documentation. Responsible for all banking related processes, including related accounting and documentation. Responsible for payment process and its documentation and processing of payments as per agreed timelines. He/She will be responsible for sound financial management and financial accounting and ensures the conformity of the procedures undertaken across the domain. Will be required to contribute extensively for enhancing the finance systems and procedures. He/She will also be responsible to contribute towards critical financial functions like MIS, Statutory Audits, Internal Audits, Funder Audits, Technology. He/ She will also be responsible for finance process on record keeping, fixed assets, data Storage, reconciliations.

THE ROLE

1. Payroll processing and related compliances: Payroll to be processed by 1st of next month. TDS on salary, Provident Fund, Profession Tax payments to be paid online as per statutory due dates. Statutory returns for TDS on Salary to be filed as per statutory due date. Timely sharing of data with HR team to enable filing of Provident Fund and Profession Tax returns as per Statutory due dates. Ensuring processes with payroll agency are streamlined. Reconciliation of payroll related ledger accounts. Reconciliation and preparation of accounting records and statement for statutory audit with respect to statutory payment ledgers, donation and grants, payroll reconciliation statement. Time sheet based Consultancy payments to be processed by 10th of every month.
2. Income & related accounting: Ensuring ongoing data entry in fundraising sheet and in tally for all donations/ grants received. Monthly reconciliation of all income related ledger accounts.
3. Banking: Ensuring timely coordination with bank officials for better banking operations. Ensuring spare funds are invested timely in fixed deposits. Ensuring timely accounting of all tally entries related to investments and interest and quarterly reconciliation of interest income. Ensuring monthly reconciliation of all bank accounts.
4. Payments: Ensuring payments for all vouchers for which documentation is complete is processed as per agreed timelines. Developing process for intimation of processed payments to finance team for better monitoring. Monthly reconciliation of all payment related central accounts like NEFT and DT payable.

5. Fixed Assets: Ensuring timely coordination with program staff for fixed assets related invoices and ensuring timely review of accounting of all tally entries related to fixed assets is done. Quarterly updating of Fixed Assets Register, and reconciliation with Synergy data with IM & Admin team. Coordination with IM & Admin team to ensure fixed asset verification is done as per organization policy on a timely basis.
6. Technology: Providing timely inputs for use of technology for increasing efficiency of financial processes, better record keeping of data as well as ensuring data safety in coordination with IM Team.
7. Completion of all donations/ grants/ interest/ investment records and collation of payroll related data for statutory and internal audit. Coordinating with finance team and other domains for collation of data for preparing financial statements for statutory, internal audit and scrutiny work.
8. Assisting for finalisation of Annual and FCRA financials along with notes to accounts and preparation of workings for the same. Assisting for preparation of Receipts & Payments account for audit and collation of data for the same
9. Assisting in common finance induction for new joiners. Organize monthly team meeting and participate in regular meetings with program teams.

EDUCATIONAL QUALIFICATION & EXPERIENCE

1. Master's Degree in Commerce/ Financial Management or CA Intermediate or equivalent or Chartered Accountant.
2. Minimum 7 years of experience in accounts/ finance/ audit functions with at least 3 years and above in managerial role.
3. Prior experience of working in non-profit sector is preferable
4. Excellent knowledge of India law related to non-profits and experience of handling scrutiny proceedings
5. Knowledge of accounting and budgeting tools

KNOWLEDGE, SKILLS AND COMPETENCIES:

1. In depth understanding of accounting and financial principles and relevant thematic knowledge.
2. Effective planning and implementation skills for timely completion of assigned
3. Problem solving ability and ability to multi-task and work simultaneously on different tasks.
4. Effective team management and delegation skills.
5. Effective communication skills - written and oral.
6. Working knowledge of Tally ERP 9, MS Office - Word, Excel.
7. Ability to access and make best use of resources to the advantage of the organisation

OUTCOMES & BEHAVIOURS

1. Achieving assigned deliverables of the domain
2. Achieving tasks through collaboration and team work.
3. Ability to work under pressure and in complex and dynamic non-profit work environment.
4. Sense of creativity, organization, analysis and open-mindedness
5. Results-oriented with a great capacity for anticipation
6. Good skills in written and verbal communication
7. Good sense of autonomy, initiative and prioritization
8. Great ability to listen, communicate, flexibility and leadership.
9. Good analytical, synthesis and writing skills.
10. Building staff capacity on financial processes.
11. Ensuring consistency and continuity, sharing, being transparent, seeking and giving inputs, taking initiative and responsibility of being well informed about the organization.
12. Upholding equality, parity, non- discrimination
13. Valuing strengths in people
14. Achievement mindset and an eagerness to take initiative
15. Sound values and work ethics
16. Adaptability and flexibility
17. Good command of IT tools
18. Knowledge of management software or enterprise resource planning system, is an advantage.

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