



## **JOB DESCRIPTION:**

**Designation : FINANCE COORDINATOR**  
**Reporting to : FINANCE CONSULTANT (COMPLIANCE)**

### **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 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 recognises 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 currently have 11 programmes running across SNEHA which are Maternal and Child Health (MCH), Child Health and Nutrition (CHN) – Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC), SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

### **ABOUT PROGRAM**

The Finance Coordinator will support the Finance Consultant (Compliance) for financial statutory payments/compliances and filing of statutory returns/ documents with the Income Tax, FCRA, Charity Commissioner and donation and grant management. He/ She will also be jointly responsible for finance process on record keeping, data storage, reconciliations, filing of all central records related to compliance, donations & grants, statutory payment related records in assigned files on timely basis.

### **ROLE:**

1. **Compliances:** Ensure all statutory compliance payments and returns are timely and accurate. Responsible for timely filing of TDS return – Non Salary, and other statutory compliance alongwith reconciliation of related ledgers.
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. Filing of Form 10BD. Co-ordination with the FR Team for ensuring accurate donation & grant accounting. Recording keeping of invoices raised for training fees and debit notes.
3. **Support the Finance Consultant (Central)/ Director Finance** for tracking of donor due diligence requirement for financial compliances, including compilation from respective finance team of all financial records for submission to funders.

4. Completion of all donations/ grants/ compliance records and collation of related data for internal and statutory audit. Assisting in common finance induction for new joinees. Coordinating with finance team and other domains for collation of data for preparing financial statements for internal and statutory audit and scrutiny work.
5. Assist in any other common finance tasks assigned by the Supervisor

#### **KNOWLEDGE, SKILLS AND COMPETENCIES:**

1. In depth understanding of finance processes, command over all finance database related to accounting and compliance.
2. In depth understanding of compliance and working knowledge of related statutory payments
3. Effective planning and implementation skills for timely completion of assigned
4. Problem solving ability and ability to multi-task and work simultaneously on different tasks.
5. Effective team management and delegation skills.
6. Effective communication skills – written and oral.
7. Working knowledge of Tally ERP 9/Prime, MS Office – Word, Excel, PPT is a must.

#### **OUTCOMES & BEHAVIOURS**

1. Achieving deliverables of the domain
2. Achieving tasks through collaboration and team work.
3. Building staff capacity on financial processes.
4. Ensuring consistency and continuity, sharing, being transparent, seeking and giving inputs, taking initiative and responsibility of being well informed about the organization.
5. Upholding equality, parity, non- discrimination
6. Valuing strengths in people
7. Sound values and work ethics

## **QUALIFICATIONS AND EXPERIENCE**

1. Master's Degree or higher (with minimum 5 years of work experience) or Bachelor's Degree (with minimum 10 years of work experience) in Commerce/ Financial Management
2. Minimum 5 years of similar work experience in accounts/ finance department
3. Prior experience of working in non-profit sector is desirable.

**Applications to be sent via email to [nikita.parab@snehamumbai.org](mailto:nikita.parab@snehamumbai.org) with Subject line: "Finance Coordinator - Finance"**