

JOB DESCRIPTION: FINANCE OFFICER - CENTRAL OPERATIONS

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

ABOUT THE PROGRAM

Finance Department:

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

THE PROFILE

The Finance Officer will assist the Finance Coordinator for monitoring of budgets, data entry of vouchers, reconciliation of program advance for assigned domain budgets.

The finance officer will be responsible for filing of all central records related to donations & grants and related records in assigned files on timely basis.

JOB LOCATION

Santacruz

DUTIES & RESPONSIBILITIES:

1. 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 bank charges/interest
5. Ensuring monthly record keeping of all financial documents including vouchers, staff advance settlements, creditors accounts for all audits, checking of all opening and closing balances in tally.
6. Updating Monthly Reimbursement (allocation) to staff for conveyance & telephone
7. Co-ordinating with program/ domain teams for smooth implementation of finance processes.
8. Will support Finance Coordinator in setting up processes for financial compliances as per funding requirement, including compilation of all financial records for submission to funders.
9. Will file all donations & grants and related records in assigned files on timely basis

MANAGEMENT & REPORTING

REPORTING TO: FINANCE COORDINATOR

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. Knowledge of accounting principles
2. Ability to multi-task
3. Good communication skills - written and oral.
4. Working knowledge of Tally ERP 9, 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. Ensuring consistency and continuity, sharing, being transparent, seeking and giving inputs, taking initiative and responsibility of being well informed about the organization.
4. Sound values and work ethics

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "FinanceOfficer -, Santacruz
