

JOB DESCRIPTION: FINANCE COORDINATOR, CENTRAL OPERATIONS



Reporting to : Finance Consultant

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 is 500+ 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 multiple programs running across SNEHA which are Collaboration Partnerships and Knowledge Sharing, MCH Research Partnerships and Scaling, MCH Strategy and Implementation, Empowerment, Health and Sexuality of Adolescents (EHSAS), Public System Partnership, PVWC Research Partnerships and Scaling, PVWC Strategy and Implementation, SNEHA Shakti, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

ABOUT THE PROGRAM : CENTRAL OPERATIONS- FINANCE

Finance Department :

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

THE PROFILE

The Finance Coordinator will support the Finance Consultant for preparation of programme budget for the assigned project budgets. Will be responsible for monitoring of budgets against actual expenses on monthly basis, against cost center as per approved budgets for the assigned projects. Guides Finance Officer for day to day finance work.

DUTIES & RESPONSIBILITIES:

1. Budget Monitoring: Monitoring of budgets as per approved budget and budget notes. Tracking monthly budget vs utilisation and discussion with project team. Authorising of all payment related vouchers upto Rs.10000 in tally and in payment tracker. Quarterly reconciliation of earmarked funds for respective funders. Ensuring monthly reconciliation of staff & vendor advances/ prepaid expenses/ outstanding expenses/expense payable, allocation of expenses like PF/Insurance, SNEHA day, AMC, etc. Mapping of funder related cost codes for tally. Monthly checking of all vouchers entered in tally with physical vouchers. Providing approval for completion of all TDS related entries. Responsible for finance induction of all new joinees in finance processes. Responsible for collation of document for funder audits, ensuring all closing and opening balances for project related accounts are correctly reflected in tally. Updating monthly Salary/Consultant remuneration(Allocation) and checking & approving tally entries(subject to assigned limits) for Monthly Reimbursement to staff for conveyance & telephone. Co-ordinating with program/domain teams for smooth implementation of finance processes. Will support Finance Supervisor in setting up processes for financial compliances as per funding requirement, including compilation of all financial records for submission to funders.

QUALIFICATIONS & 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 3 years of similar work experience in accounts/ finance department
3. Prior experience of working in non-profit sector is desirable.

SKILLS & COMPETENCIES

1. In depth understanding of accounting 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, PPT is a must.

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: “Finance Coordinator –, Santacruz”