



ABOUT SNEHA

A secular, Mumbai-based non-profit organization, 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 recognizes 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 Maternal and Child Health (MCH), Empowerment Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC), Public Systems Partnership (PSP), SNEHA Shakti, Livelihood Program, Romila Palliative Care and various domains/departments under Central Operations, Research & Information Management.

“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:

SNEHA - SOCIAL MEDIA HANDLES	
	@snehamumbai_official
	https://www.facebook.com/SnehaMumbai
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

Designation: Consultant Finance- Assistant

-  **Role:** The Assistant-Finance will assist the Officer/ Coordinator-Finance for monitoring of budgets, data entry of vouchers, reconciliation of program advance.
-  **Educational Requirement:** HSC pass/ pursuing Commerce degree
-  **Experience:** Fresher or 1 year experience with commerce background
-  **Location:** Santacruz
-  **Reports to:** Finance Coordinator
-  **Apply:** Applications are to be sent via email to ijp@snehamumbai.org with the Subject line: “**Finance Consultant- Assistant**”

COMPREHENSIVE OVERVIEW OF THE POSITION

DUTIES & RESPONSIBILITIES:

- **Budget Monitoring:**
 - Assist finance officer/ coordinator in checking of all vouchers with complete documentation and data entry in tally/payment tracker.
 - Assist in settlement of all staff advances.
 - Assist to ensure bill to bill reconciliation of all vendor accounts.
 - Ensuring monthly record keeping of all the vouchers.
 - Assist the Coordinator-Finance for collation of document for funder audits.

SKILLS & COMPETENCIES

- Understanding of accounting principles and relevant thematic knowledge.
- Effective planning and implementation skills for timely completion of assigned tasks.
- Ability to multi-task and work simultaneously on different tasks.
- Working knowledge of Tally ERP 9, MS Office – Word, Excel is desirable

Applications are to be sent via email to belinda.menezes@snehamumbai.org with the Subject line: "Consultant Finance- Assistant"

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