

ABOUT SNEHA

SNEHA, a Mumbai-based non-profit with over 450 staff, focuses on improving health and nutrition in urban slums. Using a life-cycle approach, it addresses critical health and nutrition needs at key stages— from adolescence to family planning—aiming to enhance outcomes for women and children in vulnerable communities across Mumbai and the Mumbai Metropolitan Region.

It focuses on enhancing urban health by empowering both care seekers and providers. We work with informal settlement communities to drive change and partner with public health systems to ensure sustainable improvements. Our programs include Maternal and Child Health, Empowerment, Adolescent Health and Sexuality, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

“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: _

<u>SNEHA - SOCIAL MEDIA HANDELS</u>	
	@snehamumbai_official
	https://www.facebook.com/SnehaMumbai
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

-  **Role:** The Finance Consultant/ Manager Finance will be responsible for preparation and monitoring of programme budget as per organization/ funder approvals. Responsible for finalization of fund utilization statement for funders and managing funder audits. Build capacity of programme team to effectively manage programme budgets
-  **Educational Requirement:** Master’s degree in Commerce/Financial Management
-  **Experience:** Minimum 10 years of experience in accounts/finance department
-  **Location:** Santacruz
-  **Reports to:** Associate Director - Finance
-  **Apply:** Applications are to be sent via email to damini.pandey@snehamumbai.org with the Subject line: “Consultant- Finance”

Comprehensive overview of the position

Core Responsibilities

Budget related Tasks:

- Preparation and modification of program budget as per proposal and grant chart.
- Ensuring monthly internal meetings with program team for discussion on all existing budgets, variance against budget, and plan for next month and change in program plan and informing any critical changes to central finance team/ supervisor on monthly basis.
- Providing inputs on funder MOU for budget related part
- Preparing fund request, budget reallocation request, attending funder meetings
- Ensuring timely budget induction with respective finance and project team
- Responsible for capacity building of APD/PD/ Coordinator Finance on budget preparation

Documentation:

- Ensuring required documentation is maintained of all vouchers and its proper accounting (in tally) for projects handled along with the concerned finance coordinator/ officer as per organization/ funder requirement for any audit.

Reconciliation & Checking of Entries:

- Overseeing monthly reconciliation of dedicated bank account and receivables and payables, if any, for the projects handled, monthly scrutiny for all related ledger accounts/ cost centers
- Checking & approving tally entries for Monthly Salary/Consultant remuneration

Costs/Vouchers/Payments

- Responsible for allocation of project management cost
- Checking and authorization of all payment related vouchers as per approval matrix
- Approval for funder related cost codes for tally
- Ensuring tracking is done for allocation of project office running cost to all projects/ other common cost between all projects

Others:

- Preparing financial utilization report as per funder requirements/ frequency (along with reasons for underutilization) in funder reporting formats & managing funder audits for due diligence and financial monitoring.
- Collating any other financial information required by funder including budget as per funder template
- Responsible for ensuring funder compliances with respect to finance
- Preparing monthly statement for transfer of funds from dedicated bank account to central bank accounts
- Responsible for finance related functions for funder audits- pre and post grants
- Providing inputs on leave and license agreement for financial part
- Co-coordinating with program/ domain teams for smooth implementation of finance processes
- Any other additional work/ tasks assigned by supervisor/ Director Finance/Associate Director Finance as per requirement for audits/ income tax scrutiny purpose or organization requirement.

Critical Traits

- In depth understanding of accounting principles and relevant thematic knowledge.
- Effective planning and implementation skills for timely completion of assigned
- Problem solving ability and ability to multi task and work simultaneously on different tasks
- Effective team management and delegation skills.
- Effective communication skills-written and oral
- Working knowledge of Tally ERP 9, MS Office – Word, Excel, PPT is a must

Behavioral Competency

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

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