

## **ABOUT SNEHA**

SNEHA (Society for Nutrition, Education and Health Action) is a Mumbai-based non-profit organization dedicated to improving the health, nutrition, and safety of women and children living in vulnerable urban informal settlements. Our mission is to empower urban women and children through integrated health and nutrition programs, education, and advocacy.

We work through a dual approach—engaging both care seekers and care providers. At the community level, we empower women and families to become agents of change, while simultaneously collaborating with public health and safety systems to drive sustainable improvements in urban health outcomes.

SNEHA's key programs include:

- Maternal and Child Health
- Empowerment, Health and Sexuality of Adolescent
- Prevention of Violence against Women and Children
- Public System Partnership
- SNEHA Shakti
- Palliative Care
- Livelihood Generation

Between 2016 and 2025, SNEHA directly reached over 620,555 women, children, and healthcare workers, and indirectly impacted a population of over 3.63 million across seven municipal corporations and three municipal councils in the Mumbai Metropolitan Region (MMR). Today, SNEHA is a 500+ member organization with deep grassroots presence and a strong track record of reducing maternal and neonatal mortality, child malnutrition, adolescent anaemia, and gender-based violence— key determinants of health equity for families and communities.

## **ABOUT THE PROGRAM: CENTRAL OPERATIONS- FINANCE**

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

## **"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](http://www.snehamumbai.org) and follow us on:

SNEHA - SOCIAL MEDIA HANDLES	
	<a href="https://www.instagram.com/snehamumbai_official">@snehamumbai_official</a>
	<a href="https://www.facebook.com/SnehaMumbai">https://www.facebook.com/SnehaMumbai</a>
	<a href="https://twitter.com/SNEHAMumbai">@SNEHAMumbai</a>
	<a href="https://www.linkedin.com/company/544355/">https://www.linkedin.com/company/544355/</a>
	<a href="https://www.youtube.com/snehamumbai">@snehamumbai</a>

## PROFILE SNAPSHOT

### Designation: Finance Coordinator

- ✚ **Role:** 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.
- ✚ **Educational Requirement:** 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.
- ✚ **Experience:** Minimum 3 years of similar work experience in accounts/ finance department. Prior experience of working in non-profit sector is desirable.
- ✚ **Location:** Santacruz
- ✚ **Reports to:** Finance Consultant
- ✚ **Apply:** Applications are to be sent via email to [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with the Subject line: “Finance Coordinator”
- ✚ **Date of publishing:** 04 Jul 2025

## CORES RESPONSIBILITIES –

- **Budget Oversight:** Monitor budgets in line with approved allocations and budget notes; track monthly utilization vs. budget, and engage with project teams for variance discussions.
- **Authorization & Verification:** Approve all payment vouchers up to ₹10,000 in Tally and payment tracker; ensure accurate mapping of funder-related cost codes.
- **Financial Reconciliation:** Perform quarterly reconciliation of earmarked funds; ensure monthly reconciliation of staff/vendor advances, prepaid/outstanding expenses, and other allocations (e.g., PF, insurance, AMC, SNEHA Day).
- **Compliance & Accuracy:** Cross-verify Tally entries against physical vouchers monthly; review and approve all TDS-related entries for accuracy.

- **On boarding & Capacity Building:** Conduct finance process inductions for new staff to ensure alignment with SNEHA's financial protocols.
- **Audit & Documentation:** Coordinate and compile financial records for funder audits, ensuring accurate reflection of project balances in Tally at closing and opening stages.
- **Salary & Reimbursement Management:** Update and approve monthly staff reimbursements (conveyance, telephone) and consultant allocations, within designated approval limits.
- **Interdepartmental Coordination:** Liaise with program and domain teams for effective financial implementation and timely process adherence.
- **Regulatory Support:** Assist Finance Supervisor in establishing and maintaining compliance processes per funder requirements, including preparation of reports and documentation.

#### **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

#### **BEHAVIOUR COMPETENCIES**

- 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!”*