

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.

"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 HANDLES</u>	
	@snehamumbai_official
	https://www.facebook.com/SnehaMumbai
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

Designation: Finance Officer

-  **Role:** The Officer-Finance will assist the Coordinator-Finance for monitoring of budgets, data entry of vouchers, reconciliation of program advance.
-  **Educational Requirement:** Bachelor's Degree or higher in Commerce
-  **Experience:** Minimum 1-2 years of experience in accounts/finance department. Prior experience of working in non-profit sector is desirable.
-  **Location:** Santacruz (Mandatory travel to Thane & Bhiwandi & occasional travel to Santacruz)
-  **Reports to:** Coordinator-Finance
-  **Apply:** Applications are to be sent via email to diksha.bisht@snehamumbai.org with the Subject line: **"Finance Officer"**
-  **Date of publishing:** 08th Aug 2025

CORES RESPONSIBILITIES

- Budget Monitoring: Responsible for checking of all vouchers with complete documentation and data entry in tally/payment tracker.
- Responsible for settlement of all staff advances.
- Responsible for ensuring bill to bill reconciliation of all vendor accounts.
- Responsible for bank reconciliation of dedicated bank accounts including bank charges/ interest.
- Ensuring monthly record keeping of all financial documents including vouchers, staff advance settlements, creditor's accounts for all audits, checking of all opening and closing balances in tally.
- Updating Monthly reimbursement (allocation) to staff for conveyance & telephone.
- Coordinating with program/ domain teams for smooth implementation of finance processes.
- Assist the Coordinator-Finance for collation of document for funder audits, ensuring all closing and opening balances for project related accounts are correctly reflected in tally.

SKILLS & COMPETENCIES

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

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