

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 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: Finance Consultant

- **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 or higher (with minimum 5 years of work experience) in Commerce/ Financial Management.
- **Experience:** Minimum 3 years of similar work experience in accounts/ finance department
- **Location:** Santacruz
- **Reports to:** Associate Director-Finance
- **Apply:** Applications are to be sent via email to diksha.bisht@snehamumbai.org with the Subject line: "**Finance Consultant**"

CORES RESPONSIBILITIES

- **Program Budgeting & Planning:** Prepare and revise program budgets aligned with proposals and Gantt charts; ensure accuracy and programmatic coherence.
- **Monthly Financial Review:** Facilitate monthly review meetings with program teams to analyse budget variances, forecast upcoming expenses, and communicate critical deviations to the central finance team.
- **Documentation & Compliance:** Ensure meticulous maintenance and accounting of all project-related vouchers in Tally, in collaboration with the finance coordinator/officer, as per organizational and donor audit requirements.
- **Bank & Ledger Reconciliation:** Oversee monthly reconciliation of dedicated bank accounts and ensure timely review of payables, receivables, and cost center ledgers for all handled projects.

- **Donor Reporting & Audit Management:** Prepare funder-specific utilization reports, including explanations for underutilization; lead donor audits and financial due diligence exercises.
- **Funder Coordination:** Provide financial data in donor-prescribed formats, support budget sections of MoUs, and ensure adherence to all donor-specific financial compliances.
- **Funding & Reallocations:** Draft and submit fund requests and budget reallocation proposals; attend donor meetings and ensure accurate financial representation.
- **Cost Allocation & Oversight:** Manage allocation of project management and operational costs across relevant projects; track shared costs between programs.
- **Payment Authorization:** Review and approve payment vouchers in line with the organizational approval matrix.
- **Bank Transfers:** Prepare and authorize monthly fund transfer statements from project bank accounts to central accounts.
- **Tally Code Approvals:** Approve and oversee donor-related cost codes in Tally for accurate financial mapping.
- **Team Training & Induction:** Conduct timely budget inductions with finance and program teams; build capacity of Associate Program Directors, Program Directors, and Finance Coordinators on budget creation and interpretation.
- **Payroll Review:** Approve monthly Tally entries for salary and consultant remuneration.
- **Interdepartmental Coordination:** Collaborate with domain and program teams for seamless implementation of financial processes.
- **Additional Assignments:** Undertake finance-related responsibilities during audits, income tax scrutiny, or as directed by Finance leadership.

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!”

