

## 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	
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## PROFILE SNAPSHOT

**Designation:** Coordinator Finance

- **Role:** The Coordinator Finance 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:** Bachelor's / Master's Degree or higher in Commerce/ Financial Management
- **Experience:** 5-10 years' experience should be in Finance and 3 years should be similar kind of work. 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 [lakhvinder.kaur@snehamumbai.org](mailto:lakhvinder.kaur@snehamumbai.org) with the Subject line: "Coordinator Finance"
- **Date of publishing:** 07<sup>th</sup> Feb 2026

## CORES RESPONSIBILITIES

- Monitor budgets as per approved budgets and budget notes
- Track monthly budget versus utilisation and discuss variances with project teams
- Authorise payment-related vouchers up to ₹10,000 in Tally and the payment tracker
- Conduct quarterly reconciliation of earmarked funds for respective funders
- Ensure monthly reconciliation of staff and vendor advances, prepaid expenses, outstanding expenses, and expenses payable
- Oversee allocation of common expenses such as PF, insurance, SNEHA Day, AMC, etc.
- Map funder-related cost codes in Tally
- Conduct monthly verification of all vouchers entered in Tally against physical vouchers

- Provide approval for completion of all TDS-related entries
- Conduct finance induction for all new joiners on finance processes
- Collate documentation for funder audits and ensure accurate reflection of opening and closing balances in project-related accounts in Tally
- Update monthly salary and consultant remuneration allocations
- Check and approve Tally entries (within assigned limits) for monthly staff reimbursements, including conveyance and telephone expenses
- Coordinate with programme and domain teams to ensure smooth implementation of finance processes
- Support the Finance Supervisor in setting up financial compliance processes as per funder requirements, including compilation of financial records for funder submissions

#### **SKILLS & COMPETENCIES**

- In-depth understanding of accounting principles and relevant thematic knowledge
- Strong planning and implementation skills to ensure timely completion of assigned tasks
- Excellent problem-solving ability with the capacity to multitask and handle multiple responsibilities simultaneously
- Effective team management and delegation skills
- Strong written and verbal communication skills
- Working knowledge of Tally ERP 9 and MS Office applications, including Word, Excel, and PowerPoint

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