

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 anemia, and gender-based violence— key determinants of health equity for families and communities.

ABOUT THE DOMAIN

CENTRAL OPERATIONS- FINANCE

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

"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
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

Designation: Finance Consultant- Compliance

- Role:** The Finance Consultant will be responsible for all financial statutory compliances.
- Educational Requirement:** Master's Degree in Commerce/ Financial Management or CA Intermediate or equivalent or Chartered Accountant.
- Experience:** Minimum 10 years of experience in accounts/ finance/ audit functions with at least 5 years and above in managerial role. Prior experience of working with non-profit sector is must for a minimum 5 years
- Location:** Santacruz
- Reports to:** Director-Finance
- Apply:** Applications are to be sent via email to diksha.bisht@snehamumbai.org with the Subject line: "Finance Consultant- Compliance"

COMPREHENSIVE OVERVIEW OF THE POSITION

He/She will be responsible for sound financial management and financial accounting and ensures the conformity of the procedures undertaken across the domain. Will be responsible for enhancing the finance systems and procedures. He/She will also manage critical finance functions like payroll, banking, payments, donation and grant management, MIS, Statutory Audits, Funder Audits, and Technology. He/ She will also oversee finance process on record keeping, allocation of common cost as per policy, data Storage, and reconciliations.

CORE RESPONSIBILITIES

1. **Compliances:** Coordinate across multiple domains to ensure all finance related compliances and appropriate documentation. Coordinate response to statutory audits, including acting as the main contact, coordinating responses from others, and directly participating in preparing and reconciling information requested for auditors. Periodically audit internal records as necessary to validate that transactions are appropriately recorded to ensure compliance, and address gaps as necessary. Ensure all statutory compliance payments and returns are timely and accurate. Responsible for Payroll processing, supervise and ensure all salary and consultancy related processing and accounting is being done on time. Responsible for timely filing of TDS return, FCRA return, Income Tax return, Charity Commissioner return. Ensuring timely completion of audits and preparation of final accounts. Interface with auditors, tax advisors, HR consultants on legal and compliance issues for audited financials, payroll, provident fund, profession tax and contractual payments. Responsible for communication with Tax authorities for any details required in relation to scrutiny proceedings or any other matter. Responsible for collation of all data for all kind of scrutiny assessments from various stakeholders.
2. **Accounting:** Ensure processes and documentation are in place to support all compliance requirements. Ensure reconciliation of all accounts which are related to compliance monitoring, including intercompany balances and transactions between multiple bank accounts, payable and receivable accounts. Ensure the validity of the accounting documents and validate the conformity of the accounting entries, as well as the allocations as per the budget lines. Ensuring the quality of accounting records and gathering the correct financial information for the preparation of financial reports. Overseeing all donation and grants related accounting after ensuring complete documentation. Responsible for Income Accounting and related documentation.
3. Ensure the dissemination and respect of administrative and financial procedures and ensure that they are kept up to date. Ensuring timely finance related induction is conducted with all the relevant stakeholders. Responsible for capacity building of all the relevant stakeholders on finance related processes and compliances. Coordinating with program/ domain teams for smooth implementation of finance processes.
4. **Technology & Standardization:** Improvise accounting system for recording of all financial transactions as required. Coordinate between all programs/domains to ensure same financial system and principles are being followed. Focus on use of technology for automation of processes, collation of standardized information leading to time-saving/ better recording of financial transactions.

5. Banking & Payments: Overseeing all bank related work and bank correspondence. Overseeing all banking related processes, including related accounting and documentation and reconciliations. Responsible for payment process and its documentation and processing of payments as per agreed timelines.
6. Ensure the correct filing and security of the organization's documents (physical and digital versions) for all financial related records.
7. Providing inputs on funder MOU's and other vendor contracts, leave and license agreements for all financials aspects and financial compliance.
8. Manage the planning, distribution, and coordination of finance team's work. Ensure the capacity building of your team (training, exchange of experiences and assistance in your domain). Identifying the training needs of all finance teams or members and develop the capacity-building plan. Develop and monitor individual action plans for team members;
9. Organize monthly team meeting and participate in regular meetings with program teams.

CRITICAL TRAITS

- In-depth understanding of accounting and financial principles
- Strong knowledge of donor procedures, compliances, and regulations
- Sound understanding of Indian laws applicable to non-profits, including scrutiny proceedings
- Advanced knowledge of accounting fundamentals, management control, and budgeting
- Understanding of financial structures of Indian non-profits, especially public charitable trusts
- Strong analytical and problem-solving ability
- Results-oriented mindset with anticipation and forward planning
- Ability to work under pressure in complex, dynamic non-profit environments
- High integrity, sound values, and strong work ethics
- Sense of accountability, ownership, and responsibility
- Open-minded, adaptable, and flexible approach
- Respect for equality, parity, non-discrimination, and valuing people's strengths
- Initiative-driven with a strong achievement mindset

BEHAVIOURAL COMPETENCIES

- Experience in managing and monitoring large budgets and multi-donor funds
- Application of financial management tools and systems
- Effective planning and implementation to meet timelines
- Ability to manage multiple tasks and priorities simultaneously
- Strong team management, delegation, and staff capacity-building skills
- Clear and effective written and verbal communication
- Ability to achieve deliverables through collaboration and teamwork
- Efficient utilization of organizational resources
- Building staff capacity on financial processes
- Ensuring transparency, consistency, continuity, and knowledge sharing
- Proficiency in accounting, budgeting, and IT tools (Tally ERP 9, MS Word, Excel, PowerPoint)
- Working knowledge of management software / ERP systems (desirable)
- Application of basic project management principles

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