

## 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
- Palliative Care

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

SNEHA - SOCIAL MEDIA HANDLES	
	@snehamumbai_official
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## PROFILE SNAPSHOT

### **Designation: Consultant Finance- Assistant**

- ✚ **Role:** The Assistant-Finance will assist the Officer/ Coordinator-Finance for monitoring of budgets, data entry of vouchers, reconciliation of program advance.
- ✚ **Educational Requirement:** HSC / pursuing Commerce degree
- ✚ **Experience:** Fresher or 1 year experience with commerce background
- ✚ **Location:** Santacruz
- ✚ **Reports to:** Finance Coordinator
- ✚ **Apply:** Applications are to be sent via email to [lakhvinder.kaur@snehamumbai.org](mailto:lakhvinder.kaur@snehamumbai.org) with the Subject line: **“Consultant Finance- Assistant”**
- ✚ **Date of publishing:** 19<sup>th</sup> May 2026

## DUTIES & RESPONSIBILITIES

### **Budget Monitoring:**

- Assist finance officer/ coordinator in checking of all vouchers with complete documentation and data entry in tally/payment tracker.
- Assist in settlement of all staff advances.
- Assist to ensure bill to bill reconciliation of all vendor accounts.
- Ensuring monthly record keeping of all the vouchers.
- Assist the Coordinator-Finance for collation of document for funder audits.

### **CRITICAL TRAITS:**

- Attention to Detail
- Accuracy in Documentation
- Integrity & Confidentiality
- Time Management
- Reliability & Consistency

### **BEHAVIOURAL COMPETENCIES:**

- Strong coordination and teamwork skills
- Ability to follow financial processes and compliance requirements
- Good record management and documentation skills
- Ability to work within timelines and handle multiple tasks
- Effective communication with internal teams and vendors

- Problem-solving and reconciliation skills
- Adaptability in handling audit and finance-related requirements
- Ownership towards task completion
- Discipline in maintaining financial records
- Ability to work under supervision while being proactive in support activities

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