

## 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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	<a href="https://www.linkedin.com/company/544355/">https://www.linkedin.com/company/544355/</a>
	@snehamumbai

## PROFILE SNAPSHOT

### Designation: Officer - Finance

- ✚ **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 professional experience in Accounts and Finance. Preference will be given to candidates with prior non-profit sector experience.
- ✚ **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: “**Officer - Finance**”
- ✚ **Date of publishing:** 19<sup>th</sup> May 2026

### DUTIES & 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 bankcharges/ 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.

### CRITICAL TRAITS:

- High attention to detail and accuracy
- Strong numerical and analytical ability
- Accountability and ownership of tasks
- Integrity and confidentiality in handling financial data
- Strong organizational and documentation skills
- Process-oriented and compliance-focused mindset

- Time management and ability to meet deadlines
- Reliability and consistency in financial record maintenance
- Proactive coordination and follow-up approach

**BEHAVIOURAL COMPETENCIES:**

- Effective coordination and interpersonal skills
- Ability to work collaboratively with cross-functional/program teams
- Strong communication skills for internal stakeholder management
- Ability to manage multiple responsibilities simultaneously
- Discipline in maintaining financial records and documentation
- Adaptability to changing operational and audit requirements
- Ability to work under pressure during audits and month-end closures
- Ownership towards timely completion of reconciliations and settlements
- Strong follow-through and monitoring skills
- Commitment to compliance, transparency, and process adherence
- Ability to identify discrepancies and take corrective action promptly
- Team-oriented approach with a supportive working style

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