

## **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

Public System Partnership

Empowerment, Health and Sexuality of Adolescent

Prevention of Violence against Women and Children

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 anemia, and violence prevention against women and children—key determinants of health equity for families and communities.

## **ABOUT THE DOMAIN:**

### **Finance Department:**

Financial management in SNEHA ensures the responsible stewardship of funds to achieve the mission and objectives of the organization. It supports transparency, accountability, and compliance with legal and donor requirements. In short it is responsible for Accounting, Payments, 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	
	<a href="https://www.instagram.com/snehamumbai_official">@snehamumbai_official</a>
	<a href="https://www.facebook.com/SnehaMumbai">https://www.facebook.com/SnehaMumbai</a>
	<a href="https://twitter.com/SNEHAMumbai">@SNEHAMumbai</a>
	<a href="https://www.linkedin.com/company/544355/">https://www.linkedin.com/company/544355/</a>
	<a href="https://www.youtube.com/@snehamumbai">@snehamumbai</a>

## PROFILE SNAPSHOT

**Designation: Finance Officer- Compliance**

-  **Role:** The Finance Officer will assist the Finance Coordinator for financial statutory payments/compliances and filing of statutory returns/ documents with the Income Tax, FCRA, Charity Commissioner and donation and grant management.
-  **Educational Requirement:** Bachelor’s Degree or higher in Commerce
-  **Experience:** Minimum 1-2 years of experience in accounts/finance department.
- Location:** Santacruz. Willingness to travel within Mumbai to other offices if needed
-  **Reports to:** Finance Coordinator
-  **Apply:** Applications are to be sent via email to [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with the Subject line: “Finance Officer- Compliance”
-  **Date of publishing:** 17<sup>th</sup> June 2026

## COMPREHENSIVE OVERVIEW OF THE POSITION

He/ She will also be jointly responsible for finance process on record keeping, data storage, reconciliations, filing of all central records related to compliance, donations & grants, statutory payment related records in assigned files on timely basis and performing any outdoor work such as visit to Charity Commissioner office, Income Tax, Office, Trustee, or auditors office and other assigned work..

## **CORE RESPONSIBILITIES**

- Responsible for preparing and checking of all vouchers related to compliance payments with complete documentation and data entry in tally/payment tracker
- Responsible on a daily basis, for checking of all Fund Raising Forms (FR) related to donation and grants with complete documentation and pass data entry in tally/Finance Fundraising tracker
- Responsible for checking of bank statement (online) on a daily basis to track any receipts related to donation and grants and update the tracker and send confirmation to FR team.
- Responsible for preparing necessary documentation for all donation & grants received in cheque and ensuring the same is deposited at the banks.
- Assist the Coordinator-Finance for collation of monthly TDS and consolidating data for quarterly TDS
- Assist the Coordinator-Finance for collation of donation and grants data on a yearly basis for 10BD and filing of the return
- Ensuring monthly record keeping and filing of all financial documents including bank payment vouchers, compliance, donation and grants etc on a timely basis
- Performing other outdoor work such as visiting Charity Commissioner office, Income Tax, Office, Trustee, or auditor's office, trustee's for submitting documents or obtaining signatures, etc
- Assist the Coordinator-Finance for collation of document for funder audits, statutory audits etc, related to donation, grants and compliance.
- Co-ordinating with program/ domain teams for smooth implementation of finance processes.

## **BEHAVIOURAL COMPETENCIES**

- In depth understanding of accounting principles and relevant thematic knowledge.
- Effective planning and implementation skills for timely completion of assigned roles
- Ability to multi-task and work simultaneously on different tasks
- Good communication skills – written and oral.
- Working knowledge of Tally Prime, MS Office – Word, Excel, PPT is a must.

## **CRITICAL TRAITS**

- Achieving deliverables of the domain
- Achieving tasks through collaboration and team work.
- Ensuring consistency and continuity, sharing, being transparent, seeking and giving inputs, taking initiative and responsibility of being well informed about the organization.
- Sound values and work ethics

## **DESIRABLE**

Prior experience of working in non-profit sector is desirable.

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