

## **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:

| <b>SNEHA - SOCIAL MEDIA HANDLES</b>                                               |                                                                                                 |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|  | <a href="https://www.instagram.com/snehamumbai_official">@snehamumbai_official</a>              |
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|  | <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: Consultant Finance Coordinator-Budget Monitoring**

 **Role:** He/She will be responsible for monitoring of budgets against actual expenses on monthly basis, against cost center as per approved budgets for the assigned projects.

 **Educational requirement:** Master's Degree or higher (with minimum 5 years of work experience) or Bachelor's Degree (with minimum 10 years of work experience) in Commerce/ Financial Management

 **Experience:** Minimum 5 years of experience in accounts/finance department  
Prior experience of working in non-profit sector is desirable.

**Location:** Santacruz

**Reports to:** Finance Consultant

 **Duration:** 6 months

 **Apply:** Applications are to be sent via email to [damini.pandey@snehamumbai.org](mailto:damini.pandey@snehamumbai.org) with the subject line: “Consultant Finance Coordinator.”

## **COMPREHENSIVE OVERVIEW OF THE POSITION**

The Finance Coordinator will support the Finance Consultant for preparation of program budget for the assigned project budgets and will guide the Finance Officer for day to day finance work.

### **CORE RESPONSIBILITIES**

- Monitoring of budgets as per approved budget and budget notes.
- Tracking monthly budget vs utilization and discussion with project team.
- Authorizing of all payment related vouchers up to Rs.10000 in tally and in payment tracker.
- Quarterly reconciliation of earmarked funds for respective funders.
- Ensuring monthly reconciliation of staff & vendor advances/ prepaid expenses/ outstanding expenses/expense payable, allocation of expenses like PF/Insurance, SNEHA day, AMC, etc.
- Mapping of funder related cost codes for tally.
- Monthly checking of all vouchers entered in tally with physical vouchers.
- Providing approval for completion of all TDS related entries.
- Responsible for finance induction of all new joiners in finance processes.
- Responsible for collation of document for funder audits, ensuring all closing and opening balances for project related accounts are correctly reflected in tally.
- Updating monthly Salary/Consultant remuneration (Allocation) and checking & approving tally entries (subject to assigned limits) for Monthly Reimbursement to staff for conveyance & telephone.
- Coordinating with program/ domain teams for smooth implementation of finance processes.
- Will support Finance Supervisor in setting up processes for financial compliances as per funding requirement, including compilation of all financial records for submission to funders.

### **BEHAVIOURAL COMPETENCIES**

- Good planning and coordination skills to ensure timely completion of assigned tasks.
- Ability to manage multiple tasks and priorities effectively.
- Effective communication and interpersonal skills, both written and verbal.
- Ability to work collaboratively with teams and coordinate with different stakeholders.
- Ability to take ownership, follow through on tasks and meet deliverables.
- Ability to provide and receive feedback and work with transparency.

### **CRITICAL TRAITS**

- Sound understanding of accounting principles and relevant finance processes.
- Working knowledge of Tally Prime and MS Office, particularly Excel, is essential.
- Strong attention to detail and accuracy in financial records and documentation.
- Ability to maintain consistency and ensure timely completion of finance-related activities.
- Ability to understand and follow organizational finance policies, processes and compliance requirements.
- Strong sense of accountability, integrity and confidentiality.
- Willingness to learn and stay updated on organizational and finance-related requirements.

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