

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 and follow us on:

SNEHA - SOCIAL MEDIA HANDLES	
	@snehamumbai_official
	https://www.facebook.com/SnehaMumbai
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

Designation: Finance Officer-Budget Monitoring

-  **Role:** The Finance Officer will assist the Finance Coordinator for monitoring of budgets, data entry of vouchers, reconciliation of program advance for assigned domain budgets and also ensuring monthly record keeping of all financial documents including vouchers, staff advance settlements etc.
-  **Educational Requirement:** Bachelor’s Degree or higher in Commerce
-  **Experience:** Minimum 3 years of experience in accounts/finance department. Prior experience of working in non-profit sector is desirable.
-  **Location:** **Chembur, project locations as per requirement**
-  **Reports to:** Finance Coordinator
-  **Apply:** Applications are to be sent via email to lakhvinder.kaur@snehamumbai.org with the Subject line: **“Finance Officer- Budget”**
-  **Date of publishing:** 27th August 2026

COMPREHENSIVE OVERVIEW OF THE POSITION

CORE RESPONSIBILITIES

- 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 bank charges/ interest
- Ensuring monthly record keeping and filing of all financial documents including vouchers, staff advance settlements etc
- Creditors accounts for all audits, checking of all opening and closing balances in tally.
- Updating Monthly Reimbursement (allocation) to staff for conveyance & telephone
- Co-ordinating with program/ domain teams for smooth implementation of finance processes.
- Will support Finance Coordinator in setting up processes for financial compliances as per funding requirement, including compilation of all financial records for submission to funders.
- 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

BEHAVIOURAL COMPETENCIES

- Effective planning and implementation skills to complete assigned tasks within timelines.
- Ability to multitask and manage multiple responsibilities simultaneously.
- Good written and verbal communication skills.
- Ability to collaborate and work effectively with the team.
- Takes initiative, ownership and responsibility for assigned work.
- Ability to seek and provide inputs and maintain transparency in work.

CRITICAL TRAITS

- Sound understanding of accounting principles and relevant thematic knowledge.
- Working knowledge of Tally Prime and MS Office (Word, Excel and PowerPoint).
- Ability to achieve assigned deliverables and maintain consistency and continuity in work.
- Willingness to stay informed about organizational processes and requirements.
- Sound values and strong work ethics.

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