

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.

ABOUT DOMAIN

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: Coordinator Finance

- ✚ **Role:** The Coordinator Finance will support the Finance Manager, Finance Consultant (Compliance), and Director – Finance in statutory payments, compliance, filing returns, and donation/grant management. The role also involves maintaining financial records, data storage, reconciliations, and compliance documentation, along with external visits to government offices, trustees, and auditors as required.
- ✚ **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 similar work experience in accounts/ finance department Prior experience of working in non-profit sector is desirable.
- ✚ **Location:** Santacruz, Mumbai
- ✚ **Reports to:** Finance Director
- ✚ **Apply:** Applications are to be sent via email to recruitment@snehamumbai.org with the Subject line: “Coordinator Finance”
- ✚ **Date of publishing:** 13th Oct 2026

DUTIES & RESPONSIBILITIES

1. TDS Compliance and Returns Management

- Monthly collation and verification of TDS data.
- Reconciliation of TDS sheets with Tally ledger accounts.
- Processing TDS challans and ensuring timely payments and filing.
- Preparation and timely filing of quarterly TDS returns.
- Downloading and circulating TDS certificates to vendors and finance team members.

2. Fund Receipt and Donation/Grant Accounting

- Monitoring bank accounts for receipt of funds and informing the Finance and Fundraising teams.
- Coordinating with the Fundraising team for donation and grant details.
- Verifying donation/grant documents and updating finance sheets, Google Sheets/apps and Tally.

- Reconciling donation and income-related ledger accounts.

3. Donor Compliance and Receipt Management

- Collating donor records and filing Form 10BD returns.
- Generating Form 10BE donation certificates and circulating them to donors.

4. Financial Reporting and Budget Preparation

- Assisting in the preparation of annual accounts for statutory audit.
- Assisting in the preparation of FCRA accounts for audit.
- Supporting annual budget preparation for submission to the Charity Commissioner.

5. Income Tax, FCRA and Statutory Compliance

- Assisting in the preparation and filing of Income Tax Returns and FCRA Returns.
- Supporting Charity Commissioner compliance, including Change Reports and online record updates.
- Maintaining the compliance calendar and monitoring statutory deadlines in coordination with other domains.

6. Audit Coordination and Documentation

- Coordinating with finance team members to collate data for annual statutory and internal audits.
- Preparing and maintaining documents required by auditors.
- Ensuring timely filing and record-keeping of financial documents, including payment vouchers, compliance files, donation/grant records and MOUs.

7. External Liaison and Administrative Coordination

- Visiting the Charity Commissioner's office, Income Tax office, trustees and auditors for document submission, signatures and other official requirements.

8. Finance Process Coordination and Capacity Building

- Supporting program/domain teams in implementing finance compliance requirements and processes.
- Staying updated on social-sector compliance changes through training sessions and webinars.
- Undertaking additional responsibilities as required by the domain.

CRITICAL TRAITS

- Demonstrates an in-depth understanding of accounting principles and relevant thematic knowledge.
- Takes initiative and accountability for achieving domain-specific deliverables.
- Maintains consistency, continuity, transparency, and sound professional ethics.
- Demonstrates strong attention to detail and a systematic approach to financial documentation, reconciliation, and compliance.
- Proactively monitors deadlines and coordinates effectively with internal teams and external stakeholders.

BEHAVIOURAL COMPETENCIES

- Plans and implements tasks effectively to ensure timely completion of assigned responsibilities.
- Manages multiple tasks simultaneously while maintaining efficiency and accuracy.
- Collaborates effectively with colleagues to achieve shared objectives.
- Communicates effectively, both verbally and in writing.
- Shares information transparently, seeks and provides constructive inputs, and takes responsibility for staying informed about the organization.

TECHNICAL COMPETENCIES

- Demonstrates working knowledge of Tally Prime and MS Office applications, including Word, Excel, and PowerPoint.

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