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 PROGRAM

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- Compliance

- **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
- **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:** 04th Nov 2026

DUTIES & RESPONSIBILITIES

- Coordinating with all finance team members for monthly collation of TDS related data, checking the monthly TDS sheet and reconciling the same with tally ledger accounts
- Processing the TDS challans as per record collated on the online SBI portal and ensuring the payment is completed and paid challans, tally entry and filing done.
- Quarterly collation of records for TDS return and updating the same in the TDS software for generating TDS returns. Filing of quarterly TDS return within statutory due date
- Downloading the TDS certificates from the Income Tax portal and sending the same to vendors and to finance team members as per their projects on quarterly basis.
- Monitoring all the relevant bank accounts for receipt of the funds. Intimating the respective finance team member as well as the fundraising team for receipt of funds.
- Coordinating with FR team for receiving donation/Grants information in prescribed format. Checking the fundraising sheet input data and passing the donation entry in finance sheet and tally.
- Updating the finance fundraising google sheet/ App after checking the donation/ grant documents and recording of data in tally. Reconciliation of donations and income related ledger accounts
- Collation of records for 10 BD return and updating the same in the IT portal for generating 10 BE Receipts

and circulating the same to the donors

- Assisting the finance supervisor for collation of data for preparation of annual accounts for submission to auditors
- Assisting the finance supervisor for collation of data for preparation of FCRA accounts for submission to auditors
- Assisting the finance supervisor for collation of data for preparation of annual budgets for charity commissioner submission.
- Assisting in preparation of Income Tax Return and FCRA Return
- Assisting in Charity Commissioner compliance related to Change Reports and Online updating of records Maintaining compliance calendar to ensure monitoring of organisation wide compliance in collaboration with other domains
- Coordination with finance team members for collation of data for annual statutory audit / internal audit and for preparation of all documents required by the auditors.
- Ensuring monthly record keeping and filing of all financial documents including bank payment vouchers, compliance files, donation and grants, MOU's 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
- Capacity building of program/ domain teams for smooth implementation of finance compliance and processes. Keeping oneself updated on changes in the Social Sector with regards to Compliance by attending any training or Webinars
- Performing the task as and when required as per need of 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.

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.
- 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!"