

## JOB DESCRIPTION

# Head – Finance

## About the role:

Cuddles Foundation is seeking a Head of Finance to lead the company's vital finance function. Reporting to the COO, this role holder will oversee financial operations and compliance during a time of ambitious growth.

The Head of Finance will lead a team with an annual revenue budget of more than 20 crores which are funds directly raised and deployed for nutrition for children with cancer. This role will ensure the highest financial management standards and guide how the company manages revenue, expenses, and cash flow to achieve its goals.

## Responsibilities:

### Organisational Leadership & Strategy

- You'll partner with the COO to develop organisational strategy, growth goals, and operating and staffing plans.
- You'll report financial information and trends to the Board through monthly MIS.
- You'll look at the operating costs as a percentage of total deployment and keep a tight rein on the same.
- You'll foster a culture that encourages growth and innovation by developing and bringing in technology to automate complex issues in financial reporting.

### Resource Mobilisation

- You'll collaborate with all department heads to develop department budgets that align with the overall organizational budget.

- You'll review historical financial data and trends to make informed projections for future budget cycles.
- You'll conduct variance analysis to identify deviations from the budgets and implement corrective actions
- You'll be in charge of the resource utilisation and implementing utilisation reports for donors.
- You'll keep a keen eye on budget allocation, under and over utilisation.

### **Financial Compliance and Risk Management**

- You'll be responsible for all finance and accounting functions, including day-to-day financial functions, reporting, and compliance deadlines including the coordination of internal and statutory audit.
- You'll ensure effective and compliant business operations, and maintain a risk management framework to identify, assess, and mitigate financial risks.
- You'll recognise and anticipate opportunities and challenges related to financial systems and processes.
- You'll stay updated on changes in nonprofit financial regulations and advise the organization on necessary adjustments.
- You'll review internal policies and maintain strong internal controls
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### **Team Management**

- You'll lead a team of 5+ team members and consultants across the board of finance, accounting, and program mobilisation.
- You'll help the team align their individual goals to drive the successful execution of the organisation's strategy.
- You'll support team members' learning, development, and career growth.
- You'll continually evaluate the structure of the finance team to optimise for efficiency and effectiveness and to support the organisation's growth.

### **Must-Haves:**

- 10+ years of finance-related experience.

- At least five years of experience leading the finance function for a rapidly growing organisation.
- Strong strategic and analytical skills, including financial planning, forecasting, modelling, and data analysis.
- Deep knowledge of finance and accounting functions is a big plus.
- Track record of success in leading and mentoring high-performing teams.
- Master's degree required, MBA / CA preferred.

## **Skills:**

### **You're a hard worker**

You don't mind rolling up your sleeves and getting into the thick of the action. Cuddles has a start-up environment where each member of the team is self-reliant.

### **You're a leader**

You're skilled at accomplishing things through other people. You can run multiple work streams that extend far beyond your immediate team. You can provide leadership for peers, subordinates, and partners.

### **You're a great communicator.**

You can turn data and numbers into compelling messages. You're concise and operate with poise, dignity, and reliability in your personal and professional worlds. You're great at sharing insights, but you love to apply real context to findings to understand what it means for them and how it impacts the organisation.

### **You have a team ethos, and you love working with people.**

You thrive in a creative, inventive, fast-paced startup environment with people passionate about their work and mission. You're excited to work cross-functionally with other departments and enjoy bringing people together to achieve a goal. People enjoy working with you because they know they can trust you. You find joy in mentoring team members so they can maximise their effectiveness.

### **You value precision.**

You're meticulous. You know accuracy is essential regardless of whether anyone is watching, and you strive for excellence in every detail.

## Location:

Mumbai

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