

## JOB DESCRIPTION

# Head – Finance

## About the role:

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

The Head of Finance will be responsible for the finance team and funds directly raised and deployed for nutrition for children with cancer. This role will combine excellent analytical skills with a thorough knowledge of accounting principles to analyse financial reports and forecasts and will ensure the highest financial management and ethical standards.

## Responsibilities:

### Financial Leadership

- You will provide leadership and strategic direction for the organization's finance function, aligning financial strategies with organizational goals and objectives.
- You will develop and implement financial policies, procedures, and controls to ensure regulatory compliance and operational excellence.

### Financial Planning and Reporting

- You will lead the financial planning and analysis process, including budgeting, forecasting, variance analysis and long-range financial planning
- You will provide strategic financial insights and analysis that support decision-making and drive operational efficiencies and cost savings.
- You will lead the preparation of accurate and timely financial reports that comply with regulatory requirements and accounting standards.

### Cash Flow Management

- You will manage the organisation's cash flow effectively to ensure liquidity and financial stability.
- You will monitor cash flow projections, optimise cash management processes, and implement strategies to mitigate financial risks.

### **Grant & Fund Management**

- You will lead all financial aspects of grant and fund management ensuring transparency and accuracy.
- You will serve as the primary liaison on all financial and compliance-related inquiries.

### **Financial Compliance**

- You will ensure adherence to all financial and statutory regulations, policies, and procedures; further ensuring that all financial activities and transactions comply with various legal provisions, ethical standards and industry best practices.
- You will serve as the primary liaison for all audits; address any audit findings and recommendations, and implement corrective actions as needed to strengthen compliance and internal controls.

### **Risk Management**

- You will assess the organisation's financial health; while also designing and executing risk management plans to safeguard assets and resources.
- You will stay updated on any changes in nonprofit financial regulations and advise the organisation on necessary adjustments.
- You will identify opportunities for process improvements, system enhancements, and efficiency gains to optimise financial operations and execute the same.

### **Team Management**

- You will provide strong leadership and mentorship to the finance team, fostering a culture of excellence, collaboration, and continuous improvement.
- You will develop and implement professional development plans for the finance team, providing opportunities for growth and advancement within the department.

## Must-Haves:

- 12-15 years of finance-related experience.
- Strong analytical skills, including financial planning, forecasting, modelling, and data analysis.
- 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. You can provide leadership for your subordinates.

### **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 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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