

JOB DESCRIPTION

Manager – Finance

About the role:

As the Finance Manager, you will assist the Senior Finance Manager in monitoring the resource utilisation across program and finance and help in creating strong cash flow management mechanisms. You will also ensure timely and in-line donor budget utilisation and utilisation of aid across hospitals. You will also be a holder of compliances - statutory as well as process and assist in audits; both internal and external. You will work closely with the Fundraising, Finance and Programs Head/ Head Nutritionist and report directly to the Senior Finance Manager.

Responsibilities:

Donor Management & Reporting

- Prepare and review donor reports and audited utilization certificates in coordination with program teams.
- Ensure accurate donor tagging and expense tracking across grants and vendors.
- Reconcile impact data with financial reporting to ensure accuracy in donor-facing communication.

Accounting & Analysis

- Prepare monthly and quarterly MIS reports with actionable insights.
- Perform regular ledger scrutiny and flag inconsistencies.
- Conduct grant income and liability reconciliations, ensuring correct recognition and disbursement.
- Monitor and validate vendor payments for donor-aligned expenses.

Audit & Compliance

- Support statutory and internal audits by coordinating document readiness and query resolution.
- Manage Form 10BD and 10BE reconciliations in line with legal timelines.
- Respond to audit queries with relevant schedules, explanations, and documentation.
- Ensure upkeep and accuracy of the Fixed Asset Register in compliance with statutory norms.

FCRA & Regulatory Work

- Coordinate FCRA filings including Annual Return (FC4) and FCRA salary bifurcations (Program/Admin).
- Maintain and update classification of appeals and grants as per statutory and internal policy requirements.

Process Excellence and Compliance

- You will ensure all financial processes are well-defined and streamlined to reduce manual steps and delays.
- You will ensure stringent controls are in place to ensure data accuracy and integrity. Data validation checks and reconciliation processes are used to minimise errors.
- You will conduct regular audits and reviews to identify and rectify inaccuracies in financial records.
- You will ensure strict adherence to financial regulations, accounting standards, and tax laws to minimise legal and regulatory risks.
- You will provide real-time financial reporting tools accurate and up-to-date financial information for decision-makers.
- You will ensure effective vendor management processes are in place to negotiate favourable terms and monitor vendor performance.
- You will maintain documentation and transparency to be audit-ready at any time, ensuring compliance with internal and external audit requirements as well as lead the process.

Requirements:

- CA / MBA Finance / M.Com or equivalent.

- Minimum 5-7 years of experience in finance and accounting, preferably in the development sector or with CSR-funded organizations.
- Working knowledge of FCRA, Income Tax Act compliance, and CSR regulations.
- Strong grip over Excel, Tally or other ERP systems.
- Excellent attention to detail, ability to work independently, and manage multiple deadlines.
- Strong interpersonal skills to collaborate with internal teams and external auditors/donors.

This role is not for you if:

- You prefer to work by yourself
- You are not comfortable with escalating issues
- You are not comfortable with large volumes of data

Skills:

You analyse data effectively.

You are able to collect and analyse information to help make decisions. You have the ability to collate data from multiple sources and synthesise them into coherent reports for easy decision making. You can see patterns, trends and things of note and are able to draw meaningful conclusions from them.

You are methodical.

You have the ability to nip any possible stress in the bud through a high degree of discipline, self-organisation, and self-reflection. You are able to give everyone an understandable and replicable framework to utilise for consistent results.

You are a networker.

You are able to network effectively to be able to access information from different teams. You work cross-functionally with other departments to ensure organisational objectives are met.

Location: Mumbai

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