

JOB SPECIFICATION: Manager/Sr. Manager (Accounts & Finance)

Department: Support Operations

Proposed Immediate Superior: Director, Support Operations

1. Context	To lead/manage Finance and Accounts at organization to ensure complete compliance, accuracy and accountability of financial management.
2. Organogram	<div style="text-align: center;">Director –Support Operations Manager -Finance & Accounts</div>
3. Key Objectives of the Job	<ul style="list-style-type: none">• This person will be responsible for overall Financial Management and Accounting for the organization. Ensuring that Income and expenses are parked properly as per programs & under designated heads• Preparing & processing payroll & working TDS on salary, vendors & ensuring that all deductions are done properly.• Monthly management reporting on detailed accounts of income, expenditure, budget v/s actuals and funders reporting, funder balances, allocations status etc.• Support with financial data/details in new funder proposal/s and/or any fundraising team requirements• Liaise with the organization's external auditors and ensure the proper audit process and also for audited fund certificates well in time.• Provide insightful and accurate reports to the Board of Trustees and Senior Management as and when required.• He/she is also expected to support the Operations Director in addressing strategic financial issues including contract management, formulate long-term, strategic plans, which involve uncertainty, and which may impact across the whole organization.• Prepare monthly, quarterly, semi-annual and/or annual report for the donors as per the donor agreements.• Responsible for the compliance checks and fulfillment of the filling of required documents under various Government norms that are applicable to the organization and handle/manage any other accounts/finance related work• Timely Payments via Digital banking /offline mode if required

	<ul style="list-style-type: none"> • Playing significant role in the preparation of org budgets, funder requirement and/or event related budgeting work • Plan & monitor outstation travel budgeting along with admin person • Will also be the part of the negotiations in the big-ticket expenses • Ensure the financial hygiene of the organization
4. Educational Qualification	Postgraduate in Finance or Commerce / Relevant experience can be considered
5. Desired Experience	<ul style="list-style-type: none"> • Minimum 8 to 10 years of hands-on experience in Accounts & Finance. • Preference for candidate with relevant experience from the non-profit sector • Good communications, and time management, leadership skills • Strong knowledge of FCRA laws, NGO compliances and accounting software TALLY, Windows & Microsoft Office (Excel, Word, PowerPoint, etc.)
6. Location	Goregaon (East), Mumbai
7. Salary range	Rs. 9 Lakhs ++ depending of qualifications and experience

How to apply

Interested candidates can mail their detailed resume at **contact@peopable.co.in** (Please mention the position name in Subject)