

### **A little bit about who we are**

At Organization, we are committed to tackling the key causes of rural poverty by rejuvenating ecosystems and building the community's resilience to climate change by enhancing water availability, increasing land and agricultural productivity, diversifying livelihoods, empowering women, and strengthening the health and well-being of vulnerable rural communities.

The Organization brings together practitioners, academics, researchers, trainers, and policy makers to work collaboratively in building the resilience of rural communities. Our partners, including donors and government agencies stand resolutely behind us to enable this.

Together with our partners, we have worked in 10 states in 6,850 villages and impacted 6.58 million people in our 30 years of existence.

### **Here is a brief snapshot of the role:**

As Head of Finance, you will be at the forefront of financial management and strategy. Your primary responsibilities will involve ensuring timely donor reporting, analysing financial variances, and ensuring complete adherence to statutory, internal and external compliances and reporting requirements. Your role will also see you diving deep into financial analytics, overseeing cash flow, and shaping the organization's financial strategy.

Collaborating with internal teams, like IT for automation, will be crucial, as will your role in providing strategic insights to the

Executive Director. You will be based in Pune and report to the Executive Director/ her nominee.

**At Organization you will:**

- Ensure timely and accurate donor reporting and analysis.
- Regularly review and analyze variances on both a monthly and quarterly basis.
- Adhere to all internal and external reporting standards/timelines.
- Guarantee compliance with all statutory requirements, including direct and indirect taxes, FCRA, and more.
- Align internal procedures to be in accordance with relevant regulations and statutes.
- Collaborate with both internal and external audit teams, supervise the gathering and finalization of necessary data.
- Design reporting structures, gather and examine financial statements and reports, and pinpoint strategies to elevate financial performance.
- Lead the automation of institutional and donor financial recording, documentation and reporting.
- Dive into financial analytics and budgeting.
- Handle financial reporting, encompassing weekly, monthly, quarterly, and annual accounts, as well as budget formulation and variance reports.
- Oversee cash flow management.
- Conduct in-depth revenue and expenditure analysis, project annual budget revenue, and phase it by time and segment.
- Provide strategic support to the Executive Director.

**Apply if you have:**

- A CA/ PG Financial qualification backed by 8-10 years of experience, with at least 5 years in a comparable leadership position.
- Demonstrated effective leadership skills with a strategic and solution- oriented mindset.
- An unwavering positive attitude, professional demeanor, and the highest ethical standards.
- Strong communication skills, particularly when engaging with senior management and key stakeholders.
- A commitment to quality management and a continuous drive to enhance processes.
- Extensive experience in handling sizable budgets, finance, contracts administration, negotiation, and project finance management.
- An updated and solid grasp of pertinent laws.

**Interested candidates please share your CV at:**

[contact@pmspl.net.in](mailto:contact@pmspl.net.in)