

MANAGER – FINANCE & COMPLIANCES

KRA 1 – Administering Financial System & Processes

- Ensure Internal policies and processes are adhered during day-to-day financial functions
- Oversee and supervise day to day finance and accounting related functions
- Ensure timely completion and submission of financials on a monthly basis.
- Prepare annual budgets by working closely with the department leads.
- Work on Variance analysis on a monthly basis and report to management on financial performance and controlling costs and corrective actions
- Oversee payroll processing
- Estimate cash flow requirements and ensure adequate liquidity for ongoing operations.
- Manage banking relationships and ensure compliance with banking regulations

KRA 2 – Donor/Grant management

- Collaborate with fundraising team and prepare budgets for new proposals
- Collaborate with program managers to ensure program budgets align with donor requirements and organisational objectives
- Provide financial report to donors demonstrating transparency in fund utilisation
- Maintain compliances per donor grant agreements , monitor and track expenses, amend budgets as needed.

KRA 3 – Statutory and Organisational Compliances

- Ensure all the statutory compliances is completed on time with different statutory bodies
- Coordinating with the auditor for providing data for various statutory compliance matters.
- Ensure maintenance of statutory registers and minutes and legal documents.
- Coordinate with auditors for statutory audits and manage the audit process
- Providing support and advice as and when required in liaising with outside legal advisors on specific issues.
- Filing and preserve IP assets such as trademarks, copyrights, patents, brand names (registrations & renewals)

- Interaction and consultation with CSOs representative as and when required on legislative reform and Rule of law issues

KRA 4 – Internal Control & Capacity Building

- Provide support to Finance Lead on statutory aspects of contracts/agreements on FCRA, GST, Income Tax etc.
- Ensure a regular financial review process is in place
- Regular Orientation of Programme Heads or Budget holders on key changes in Laws applicable to Social Sector contracting. Collaborate with them to educate on compliance, legal and data protection requirements, and to continuously promote a culture of compliance, integrity and data protection internally.
- Capacity building of staff on a periodical basis regarding organisational system, process and statutory compliances

KRA 5 – Contract Development, Management and Systems improvement

- Facilitate in setting up a process that ensures fulfilment of contractual, legal, and regulatory obligations of organisation and take the lead in identifying important issues and their resolution within the statutory framework.
- Provide timely guidance on MoU, Agreements, Consultancy contracts, work/purchase orders etc. with service providers and vendors with respect to FCRA, Income Tax, GST and other applicable laws. .
- Legal Document Repository – Manage and oversee contracting purposes, including contract forms and legal contracts repository.
- Draft and vet all documents and agreements, including but not limited to rent agreement and deal with internal and external stakeholders.
- Review and develop policies and procedures with respect to statutory requirements and for effective internal control .
- Any other responsibilities assigned by the reporting manager

REPORTING MANAGER:

The position will report to the Finance Lead - India

QUALIFICATIONS AND REQUIRED EXPERIENCE:

Education:

- Chartered Accountant with relevant development sector experience. Post Graduate Degree in Commerce / MBA (Finance) from Reputed Institution in India, Company Secretary from The Institute of Company Secretaries of India will be added advantages.
- Advanced knowledge and experience in the social sector, in areas such as FCRA, CSR, Income Tax, GST, etc is a requirement for this position.

Experience:

- At least 8 years of professional experience in the Development sector especially in Finance, Procurement, and Statutory Compliances and Contract management.
- Experience in cooperation and interaction with statutory bodies in India,
- Ability to analyse the requirements of each contract with vendor/service providers/partner
- Knowledge and experience in identifying risk, controls and compliance management

Technical Skill Sets:

- Proficiency in MS Office (especially MS Excel), Google sheets, updated with latest financial related technologies / systems

Language: Fluency both in written and spoken English

Functional competencies:

- Strong organisational, analytical and interpersonal skills
- Able to work and deliver under minimal supervision/independently
- Ability to work in team, prioritise work and perform under tight timelines
- Highly motivated individual with excellent problem-solving skills
- Detail oriented with an understanding and adherence to policies, procedures, and compliance
- Strong management, coordination and facilitation skills
- Ability to collect, analyse and systematise received information
- Good writing skills
- Strong communication skills (oral and written)

How to Apply

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