Senior Finance Manager

The Senior Finance Manager upholds Apnalaya’s ethics and values and ensures their internalisation and adherence among all the staff; manages and updates policies as per the laws of the land, the values and code of Conduct of the organisation; on-boards and nurtures financial management that strive for the fulfillment of organisational objectives and mission. Ideal Finance Manager has strong gender sensitivity and is a secular and compassionate human being.

SFM will report to the COO for everyday operations and management.

**Overall Financial Management:**

- Responsible as Line Manager for the Finance department
- Supporting performance and the development of the finance team, through supervision, coaching and delegation as appropriate.
- Programme Supporter with department Managers, lead the preparation of budgets, forecasts and monthly management reporting.
- Liaise with the organisation’s external auditors and oversee the audit process
- Responsible for providing insightful and accurate reports to the board of Directors and Senior Management as and when required.
- Ensure accurate and timely generation of payroll, pension, financial reporting and payments/collections, in accordance with current legislation
- Ensure timely data entry process, with accurate reconciliations on timely basis.
- Ensure regular cashflow forecasts.
- Manage income, ensuring appropriate and timely invoicing and cash collection in line with grant and contract requirements.
- Manage the deferred and accrued income on a monthly basis
- Manage the banking process, including online banking, cash receipts, direct debits and credit card systems.
- Control and challenge operational overhead spend to identify opportunities for savings and risks to prevent overspends
- Monitor and provide feedback of performance against budgets on a monthly basis for all departments and individual projects as appropriate
- Overseeing internal financial controls and safeguards including risk assessments
- Ensuring that all income is received, and that all expenditure is properly authorised and paid
• Ensuring monthly management accounts are completed accurately and on time
• Ensure that all audits, annual reports and returns, the Charity Commissioner, Income Tax and other financial agencies are completed accurately and on time.
• Continuous improvement – To drive sustainability of existing savings and provide the financials where required to identify new opportunities in the future.

**Strategy**

• Support the COO in addressing strategic financial issues including accounting software, banking and contract management.
• Responsibility for formulating long-term, strategic plans, which involve uncertainty, and which may impact across the whole organisation
• Responsibility for the planning and organisation of a broad range of complex activities or programmes, some of which are ongoing, which require the formulation and adjustment of plans or strategies.
• Responsible for policy implementation and service development for multiple areas of activity
• To support the delivery of major strategic change across the organisation.
• To work in partnership with a wide range of partners, key stakeholders and communities.
• Working at all levels to develop and action the Strategic Plan for financial sustainability of the organisation
• Responsible for providing and receiving complex, sensitive or contentious information at varying levels
• To analyse a range complex facts or situations, which require the scrutiny, interpretation and comparison of a range of options
• To undertake background research and development work and activities to further develop, evidence base and sustain innovation
• To deputise for the COO when required
• Carry out any other reasonable tasks as requested by relevant manager

**Qualifications & Requirements:**

• Professional background: minimum 5 years of experience in Finance sector
• Formal Education: Educated to Master’s level in related field such as Accounting, Finance, Business Administration, or other educational background combined with relevant professional experience.
Essential skills:

- Minimum 3 years of experience working with NGOs
- Experience in handling a mid-size team
- Previous experience in QuickBooks, Tally, proficiency in Microsoft Office package, Excel and Word Comfortable working with multiple stakeholders, including donors, local government and authorities
- Strong communication, interpersonal and financial analytical skills
- Fluent in English

Personal qualities:

- Attention to detail, and ability to work independently and with limited supervision
- Ability to adapt to a dynamic environment and to multi-task to meet deadlines
- Promotes teamwork, contributes towards building team consensus and uphold Apnalaya’s core values of Respect and Empathy
- Consistently approach work with energy and a positive, constructive attitude
- Makes recommendations related to work procedures and implementation of management systems

Kindly send your CV, with a cover letter to ninad@apnalaya.org; hr@apnalaya.org