

SENIOR FINANCE MANAGER

Apnalaya works with the urban poor- Enabling access to basic services, healthcare, education and livelihoods; Empowering them to help themselves; and Ensuring provision of civic entitlements through advocacy with the government.

The Senior Finance Manager upholds Apnalaya's ethics and values and ensures their internalization 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 organization; on-boards and nurtures financial management team that strives for the fulfilment of organizational objectives and mission.

Apnalaya only hires individuals who are gender sensitive, secular and compassionate human beings.

Location: Tardeo, Mumbai

Reports to the COO

A. KEY RESPONSIBILITIES

Overall Financial Management:

- 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
- 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
- To deputise for the COO when required

Strategy:

- Working at all levels to develop and action the Strategic Plan for financial sustainability of the organisation
- 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 undertake background research and development work and activities to further develop, evidence base and sustain innovation

Team 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.

Organisational level expectation:

- Responsible for providing insightful and accurate reports to the board of Directors and Senior Management as and when required.

QUALIFICATIONS & EXPERIENCE

Qualification and Skills

1. Professional background: minimum 5 years of experience in Finance sector
2. Formal Education: A Masters degree in related field such as Accounting, Finance, Business Administration
3. Minimum 2-3 years of experience working with NGO
4. Experience in handling a mid-size team

5. Previous experience in QuickBooks, Tally, proficiency in Microsoft Office package, Excel and Word Comfortable working with multiple stakeholders, including donors, local government and authorities
6. Ability to adapt to a dynamic environment and to multi-task to meet deadlines
7. Makes recommendations related to work procedures and implementation of management systems

Competencies

1. Strong communication
2. Strong financial analytical and critical thinking
3. People's person
4. Attention to detail, and ability to work independently and with limited supervision

BEHAVIOURAL COMPETENCIES

A team player, solution-oriented, self-driven professional with strong sense of empathy, equity, constitutionalism, integrity and ownership.

[Send your application to: hr@apnalaya.org](mailto:hr@apnalaya.org)