



JOB TITLE: Finance and Administration Manager
SUPERVISOR: Executive Director
JOB CODE: 2021/FAM

About HRIDAY

HRIDAY is a not for profit organization that aims to promote sustainable health, particularly among youth, in multiple settings including schools, colleges, workplaces and the community at large. HRIDAY engages in multi-disciplinary research, capacity building and undertakes campaigns linked to the prevention and control of Non-Communicable Diseases (NCDs). HRIDAY addressing NCDs from a health and development perspective, particularly in the context of Goal 3.4 under the Sustainable Development Goals (SDGs).

JOB DESCRIPTION

The Finance and Administration Manager, reporting to the Executive Director, working under the guidance of the Finance Committee is expected to inform strategic decisions and effectively monitor and guide the organization's financial planning, management and compliance processes. This position is also expected to have the ability of problem solving and decision making and to manage short term issues with a long term perspective. This position has to be highly adaptable and performance oriented with a mature understanding of working of the development sector.

Finance and Administration Manager is responsible for the overall fiscal management, financial reporting and administrative functioning at HRIDAY. This includes, planning, organizing, directing and controlling activities related to finance, preparation of the financial reports, budgeting, analysis, auditing and ensuring compliances with government rules and regulations.

KEY RESPONSIBILITIES

Strategic Leadership

1. Implement a robust financial management strategy for the organization.
2. Supervise the financial operations of HRIDAY and ensure timely and accurate financial reports including cash management, payroll, financial disbursements, ledgers, etc.
3. Prepare and consolidate Annual Budgets and Financials for placing before the Finance Committee as per requirements.
4. Ensure MIS preparation and share with stakeholders within specified time so that financial information is used for decision making in future planning.
5. Participate in the fundraising process, develop budgets and provide, when needed, cost effectiveness tools and methods.
6. Interface with Finance Committee in all financial matters, as and when required.
7. Administer personnel policies and apply rules, regulations, and procedures concerning recruitment, appointment, benefits, and other personnel matters.
8. Responsible for administrative and logistical support to organization for conferences, workshops, meetings etc.
9. Carry out any other assignments as communicated by the Executive Director.

Financial Management, Reporting & Control

1. Guide and train project staff in maintaining good financial and accounting practices in compliance with the statutory requirements.

2. Support develop and implementation of robust financial policies, set-up robust financial monitoring and control systems in compliance with accounting standards, agreed policies and procedures.
3. Oversee preparing and finalizing the Balance Sheet and other financial reporting as per government rules and regulations.
4. Ensure full compliances with the FCRA, FEMA, Income Tax Act, GST, Societies Registration Act and other applicable laws of the land, and legal aspects in relation to the organization.
5. Ensure organizational internal controls and systems are maintained and adhered to; Identify key risk areas and ensure these are addressed.
6. Undertake donor communications related to financials of various Grants. Ensure that all financial reporting is completed on time and submitted to donors, as per the Grants guidelines.

Budget and Planning

1. Lead the annual budgeting process, by assisting the technical team in the development of budget in line with the strategic plans, ensure timely submission of annual budgets and revisions to the Executive Director and orientation on the organization's budgeting process and procedures.
2. Prepare and analyze accurate monthly financial and management reports, including Income statement, Budget and variance, projections/ forecast, and cash flow.
3. Provide support and guidance in managing bank accounts and overseeing money transfers as relevant.

Audit

1. Lead the annual auditing process of HRIDAY under the guidance of the Finance Committee.
2. Plan and coordinate audits of HRIDAY projects and submit timely reports to the Executive Director and the Finance Committee. This includes determining and prioritizing audit requirements of the various projects.
3. Liaise with the Auditor to ensure that all deliverables of the Auditor are completed in an accurate and timely manner.

Administrative responsibilities

1. Prepare routine official correspondence and reports concerning administrative requirements.
2. Administer and manage the logistics and contacts for services with service providers such as travel agents, hotels, translation and interpretation agencies, office suppliers, etc.
3. Assist in the administrative and logistical organization of conferences, workshops and other events.
4. Help identify staffing gaps and draft ToRs for additional staff to be hired as the need arises, subject to availability of funds.
5. Oversee day-to-day office functioning through management of office essentials, consumables and other requirements.

CORE REQUIREMENTS

1. CA/ICWA with 5-10 years of experience in progressively responsible position.
2. Experience in managing large grants, multiple grants, funds, and annual budget.
3. A good understanding of Indian Accounting standards, fund accounting and other law such as FCRA, Income tax regulations, GST etc. that governs the functioning of a Society.
4. Knowledge of the latest development sector trends and best practices including understanding of various international donor regulations.
5. Strong computer skills with familiarity to accounting software, Database software and MS Office.
6. Strong communication, presentation and analytical skills.
7. Fluency in written and spoken English.
8. Ability to manage a strong relationship with external stakeholders including donors, government and other external counterparts.

DESIRABLE QUALITIES

1. Candidate should be committed to ensuring integrity and fidelity of financial reporting.
2. Candidate should have an interest in mentoring, guiding and supporting teams in cost-effective delivery of project outputs.
3. Candidate should be able to work in a diverse environment with prior experience of interacting with senior leadership of an organization on strategic matters.

HRIDAY offers highly dynamic and enabling work environment and provides competitive compensation based on experience and background. Interested candidates should submit their CV with a covering note to info@hriday-shan.org mentioning the Job Code in the subject line by Tuesday, September 28, 2021

Please note that only shortlisted applicants will be contacted for an interview.