

## JOB DESCRIPTION



<b>Position Description</b>	<b>JOB Title:</b> Senior Finance Manager <b>Location:</b> Mumbai <b>Reports to:</b> CEO
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<b>Position Summary</b>	<p>The role comprises of overseeing Masoom's finances including financial planning and long term strategy, day-to-day finance operations, management of financial risks and compliances, record-keeping, audit support and financial reporting. The responsibility is also for providing leadership and direction to the finance/accounting team who will be reporting to this position.</p>
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Key Deliverables	
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• To maintain financial hygiene in the organisation in compliance with the laws applicable.</li> <li>• To be the financial representative for the funders.</li> <li>• To oversee finance operations, supervise the finance team and resolve any financial issues</li> <li>• Oversee cash flow planning and management</li> <li>• Preparing and reviewing budgets and tracking operational metrics (KPIs.)</li> <li>• Responsible for internal audits and ensuring documentation for the same</li> <li>• Review of SOP's for smooth functioning and its adherence during implementation</li> <li>• Advise on risk management, data analysis and forecasting methods</li> <li>• To Verify MOU's / Agreement and Legal Documents of All Departments</li> <li>• Creating annual financial plans and goals in alignment with the organisation's mission</li> </ul>
<b>Compliance, Tax, and Risk Management</b>	<ul style="list-style-type: none"> <li>• Build relationships with banks, donors, vendors, outside consultants and others as needed and resolve any operational issues pertaining to the external parties.</li> <li>• Establish benchmarks and conduct quarterly reviews/assessments on measuring actual performance against projections.</li> <li>• Managing Income-Tax, Charity Commissioner and other compliances. Liaise with statutory auditors and ensure all internal and statutory audits are conducted in time and as per legal requirements.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Donor reporting on fund utilization alongwith analysing and summarasing data</li> <li>• Ensure timely financial reporting to the CEO, Board of trustees and all stakeholders</li> <li>• Generate reports to monitor, evaluate and optimize cash-flow, liquidity and funds utilization</li> </ul>

<b>Desirable Profile</b>	<ul style="list-style-type: none"> <li>❖ <b>Qualification:</b> MBA (Finance) or CA/CFA or Masters of Finance or Accounting</li> <li>❖ <b>Experience:</b> Around 8-10 years of total experience and preferably in a financial lead role for 2-3 years. Exposure to working with small organizations and managing teams.</li> <li>❖ <b>Skills:</b> <ul style="list-style-type: none"> <li>• Strong financial and compliance knowledge especially for non profit organizations.</li> <li>• Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting.</li> <li>• Good documentation skills and communication with ease of leading a team.</li> <li>• Cash Management, Financial Accounting and Corporate Finance Competence.</li> <li>• Should have Problem Solving Abilities and Strong Work Ethic.</li> </ul> </li> </ul>
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