

**Position - Head of Finance and Accounting
For Dignity Foundation and Dignity Lifestyle**

Location: Mumbai

Tenure: Full time with 6 months' probation period

Start Date: Immediate

We are looking for Head of Finance and Accounting, having a minimum experience of 8-10 years as a Chartered Accountant and/or NGO Experience in Finance management. The Head of Finance will be responsible for managing the Trust's funds, accounts, budgets; conduct financial analysis and prepare MIS and cash flow statements.

Roles & Responsibilities

- Manage Statutory Auditor and Internal Auditors and deal with any financial irregularities if any
- Have adequate knowledge of statutory compliance and regulations governing the social sector in India.
- Engage in ongoing cost reduction analyses in all areas of the company
- Interpret and present the Trust's financial results to the management and Trustees as well as recommend improvements
- Compile and report key financial performance and success metrics
- Create additional analyses and reports as requested by management
- In financial management, you will –
 - Undertake daily cash flow management
 - Make payment recommendations
 - Review systems and procedures set up and maximize their efficacy.
 - Keep separate accounts of all CSR funds as per their company origin and send utilization certificates
 - Maintain separate domestic and FCRA donation accounts
 - Detecting and preventing fraud misappropriations
 - Manage junior colleagues
 - Prepare financial statements, including monthly and annual accounts
 - Prepare financial management reports, including financial planning and forecasting
 - Advise on tax and treasury issues
 - Negotiate terms with suppliers
 - Manage Chapter city accounts and several Bank accounts in other cities
 - Ensure Statutory compliances – TDS, PF, Prof Tax, IT, 80-G, 12A, 35AC, FCRA, CSR1, etc.
 - Charity Commissioner Submissions
 - Preparation of Yearly Audit
 - Preparing Utilisation Certificates for Donor companies

The Candidate should have:

- Excellent financial, analytical, time management and leadership skills
- An ability to be self-driven and having a positive attitude
- Ability to multitask under tight timelines
- Must have excellent knowledge of Tally and MS Excel. Knowledge of additional accounting software is a plus.

- Understanding of grant management and strong donor management.
- Should have experience in independently handling accounts finalisation and making periodical MIS presentation to top Management
- Should be able to make financial projections of Projects conceived by the management.
- S/he should be able to make presentations, speak and write well in English.
- S/he should be a multi-tasker and must be skilled to handle a team of accounts professionals.
- Having meticulous attention to detail. Good analytical skills.
- Ability to self-initiate, problem solve, make decisions independently and to know when to seek additional guidance from the COO, Founder President and Trustees.
- Should be an expert on TDS and other statutory compliances
- Should be willing to work with the Foundation for a long period of time. Candidates looking for a tenure of 2-3 years are discouraged from applying.

Compensation:

Salary will be commensurate to experience and skills. Remuneration to the right candidate can be up to Rs. 1,00,000 per month

Application Process:

Email your application with detailed CV, a Cover Letter and photograph to the COO Dr. Sujay Joshi at sujay.joshi@dignityfoundation.com and mark in cc the Founder President Dr. Sheilu Sreenivasan at sheilu.sreenivasan@dignityfoundation.com.

Subject of the email should be “Application – Head of Finance and Accounting”. Deadline to submit your application is **March 31, 2023**. Please note, applications without a Covering Letter will not be considered.

This is an urgent position; hence we encourage you to apply at the earliest. Candidates who can join immediately or at a short notice will be preferred.