

Manager – Finance

Reporting to: Sr Manager/ Chief Financial Officer

We seeking to hire **Manager** in our **Finance** department.

Location: Mumbai, Maharashtra

Experience: A minimum of 10 years of senior management experience in overseeing business functions in a reputed organization in either Corporate or Not for Profit sector

Qualification: Chartered Accountant (CA) / CA – Inter / ICWA / CS preferred or MBA Finance

Purpose/ Role:

- Managing systems across the organization for the Finance Function
- Managing relationships with our head of departments & solve all related issues with timely information & reports.

Responsibility:

A) Financial Management & Reporting

- Understanding the financial needs of the organization and working with the Management Team (Program & Support) to draw and manage the budget based on the cost centers
- Ensuring that the budgets are in line with the organizational strategy and plans
- Funds Planning and Management with timely submissions of donor reports.
- Tracking the funding status (Actual vs Planned)
- Cash Planning and Management
- Liaising with the banks and supervising the account activities
- Monitoring and Controlling Cost
- Financial reporting to the Director, COO and to the Trustees.
- Effectively manage all Vendors & timely procurement for all verticals as per requirement.

B) Governance

- Liaise with CA and lawyers to ensure the company complies to all the corporate governance issues besides legal requirements
- Liaise with Company Secretary to ensure all the documentation for compliance, legal, MOUs are in Order.
- Ensure All Policies laid down & Processes followed with clean Internal Audit Reports for all departments

Additional Skills

- Hands-on (able to manage the role independently without a team)
- Self-starter (able to perform effectively with minimal supervision)
- Ability to travel frequently on short notice
- Excellent communication skills in English (oral and written) and capability to lead and relate to multicultural teams.
- Worked on compliance, auditing, grant management, development of contracts and due diligence.
- A proven ability to handle several projects/tasks at one time, successfully delegate and complete tasks and meet deadlines

How to apply(Interested candidates can apply through this mail): contact@pmspl.net.in