

Position – Manager - Accounts & Finance

Qualification – Master’s Degree in Finance Management

Years of Exp – 10 - 12 years

Location – Pune

Reporting – CSR Head

About the position

This position will lead the Accounts and Finance department. Will be overall responsible for all accounting and finance related matters of the foundation.

Required skills:

- Good knowledge of Tally Prime, Finalization of Balance Sheet, Income and Expenditure Account, dealing with auditors and concluding audit. Exposure to GL accounting process including period end closing, fixed assets accounting and bank reconciliations.
- Good knowledge of Trust under section 12A of the Income Tax Act, 1961 and FCRA norms.
- Exposure to Budget Preparation, Budget utilization tracking, External Project Accounting, Contribution Reporting.
- Compilation of financials for various locations, team query management skills to achieve desired results. Good to form and implement internal controls including monthly closing and reporting for the Trust activities.
- Excellent team management skills.
- Working presently or worked earlier in Trust/NGO/Non-Profit Organisation.

Job Description

- Finalization of Balance Sheet, and Income & Expenditure Account; liaising with auditors and completing audit activities. Responsible for GL accounting processes including period-end closing, fixed asset accounting, and bank reconciliations.
- Preparation of budgets, monitoring budget utilization, external project accounting, and contribution reporting.
- Taxation (TDS, GST, PT, etc) as applicable by central and respective state government norms
- Compliance for donation receipts, FCRA, IT returns, funding agencies requirement and others as applicable
- Compilation and consolidation of financial statements for multiple locations.
- Development and implementation of internal controls, including monthly closing, reporting, and compliance for Trust activities.
- MIS and financial reporting for Fund management and tracking of utilisation against budget.
- Cross-functional communication, coordination, and collaboration with internal and external stakeholders.
- Designing job descriptions for team members, providing mentoring, guidance, and performance support.

Interested candidates can share their resume at: contact@pmspl.net.in

