

Basic Information			
Position Title	Lead - Finance & Compliance	Location	Mumbai
Organizational Relationships			
Position reporting to	Head - Finance & Compliance		
No. of Direct Reports	0		
Job Purpose			
<ul style="list-style-type: none">- Manage financial information relating to overseas operations- Monitoring legal and regulatory compliance of applicable rules- Manage cash flows of overseas entity- Maintaining control over processes to ensure accuracy of data			
Key Responsibilities			
Functional Responsibilities	<ul style="list-style-type: none">- Review and ensuring accuracy of MIS- Cash flow and fund management- Preparation of annual organisation budgets and variance analysis- Understanding the applicable regulations and ensuring compliance- Setting up processes to ensure ease and accuracy of data flow- Co-ordination with team and providing required inputs for new grant proposals- Review of donor agreements, keeping track of covenants and timely and accurate donor reporting- Co-ordination with overseas team to ensure smooth flow of data- Review of contracts/agreements		
Job Requirements			
Qualifications	Chartered Accountant/Semi-qualified/MBA (Finance)		
Experience	7-8 years		
Functional Competencies	<ul style="list-style-type: none">• Strong accounting skills		
	<ul style="list-style-type: none">• Good excel skills and handling large data sets		
	<ul style="list-style-type: none">• Strong analytical skills		
	<ul style="list-style-type: none">• Good understanding of legal provisions		
Behavioral Competencies	<ul style="list-style-type: none">• Eye for detail		
	<ul style="list-style-type: none">• Quick learner		
	<ul style="list-style-type: none">• Solution oriented approach		
	<ul style="list-style-type: none">• Ability to work under pressure and within timelines		
	<ul style="list-style-type: none">• Good communications skills and ability to work with multiple teams		