

Basic Information			
Position Title	Sr. Lead - Finance & Compliance	Location	Mumbai
Organizational Relationships			
Position reporting to	Head – Finance & Compliance		
No. of Direct Reports	1		
Job Purpose			
<ul style="list-style-type: none"> - To maintain financial information required by the management and other teams - Monitoring legal and regulatory compliance of applicable rules - Manage cash flows of EdelGive - 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 impact of 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 - Managing donor audits - Managing statutory and internal audits - Review NGO budgets and utilisation of grants given - Co-ordination with Internal support teams - Review of contracts/agreements 		
Job Requirements			
Qualifications	Chartered Accountant		
Experience	8-10 years		
Functional Competencies	<ul style="list-style-type: none"> • Strong accounting skills 		
	<ul style="list-style-type: none"> • Knowledge of key provisions of the laws – particularly Companies Act, Income tax Act and the FCRA regulations 		
	<ul style="list-style-type: none"> • Good excel skills and handling large data sets 		
Behavioral Competencies	<ul style="list-style-type: none"> • Strong analytical skills 		
	<ul style="list-style-type: none"> • Eye for detail 		
	<ul style="list-style-type: none"> • Strategic & Critical Thinking 		
	<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 		