

| 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 | | |
| | <ul style="list-style-type: none">• Strong analytical skills | | |
| Behavioral Competencies | <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 | | |