

About Dhwani Foundation:

Dhwani Foundation is a Bengaluru based registered trust. Its primary objective is to improve the productivity & efficacy in the social sector, through organizational development programmes, technology enablers, system & process improvement and sectoral strengthening. Log on to www.dhwanifoundation.org for more details.

Position:

Dhwani Foundation is looking for a competent **Manager – Finance & Admin (Full time)** keen on serving the social sector, and is passionate for small and grassroots NGOs.

Location: Based out of Bengaluru.

Purpose of the Job:

The Finance and Admin Manager will be responsible for all aspects of day-to-day finance management, compliance, MIS management and administration aspects of the organization, ensuring compliance with internal policies and as well as that of Donors and Government regulations.

Key Responsibilities:

Compliance, Financial and Accounting:

- Support program teams and the organisation in building annual budgets
- Ensure monthly, quarterly forecasts of all programs in coordination with program teams
- Manage all day-to-day accounting work such as bills, vouchers, process for payments, receipts etc in co-ordination with program teams across multiple locations
- Co-ordinate with service provider (Shared Service) on all aspects to enable to them to manage accounts, compliances, statutory requirements, MIS
- Coordinate with service provider and Executive director for all payments, advances etc
- Ensure financial reports are made available for all programs, donors and to Executive Director on monthly basis
- Liaising with the internal and external stakeholders including auditors, bankers, and other consultants.

Administration:

- Assist Executive Director(ED) and the Programme director in all admin related matters.
- Assisting ED in keeping track of the board proceedings, meetings and the related paperwork in place.
- Support all program teams in managing logistics for training and other program related events.
- Manage staff travel, accommodation and other admin related matters.

- Asset maintenance and quarterly mapping of all the DF assets.
- Ensure overall building maintenance and security matters of the Foundation through security and Office keeping team members
- Support the Foundation in all IT and technology related matters.

Experience:

5 to 6 Years of experience in the Accounts and Finance. Basic orientation to admin tasks. Experience in handling Finance and accounts in a Non-profit organization will be an added advantage.

Skills & Knowledge:

Essentials:

- B Com/M Com/MBA in Finance
- Knowledge of accounts and finance management, Tally
- Basic knowledge on compliances
- Expertise in the Microsoft office suite
- English and Hindi language skills

Desirables:

- Inter Pass
- Exposure to organization building, people development and skill enhancement.
- Knowledge of multiple reconciliations, bank reconciliations and analysis.

Salary Offered: 7 Lakhs Per Annum - Negotiable based on experience and skill sets

Application Process:

To apply for this position, share your CV with a covering letter to careers@dhwanifoundation.org with “**Manager- Finance and Admin**” as the subject line. Will be helpful if you share a link to your LinkedIn profile.

We are small team, hence only short-listed candidates will be contacted.