

## 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 organisational development programmes, technology enablers, system & process improvement and sectoral strengthening.

Our work is spread in Karnataka, Tamil Nadu, Odisha, Jharkhand and North-East of India, supporting close to 1500 grassroots NGOs through various initiatives.

Log on to [www.dhwanifoundation.org](http://www.dhwanifoundation.org) for more details.

**Position** Executive - Finance & Admin (Full time)

**Location** Andhra Pradesh

**Purpose of the Job** To oversee and manage logistical support with financial oversight, encompassing coordination, management, and reporting for both operational and financial aspects of the **Niranthara Programme** in Andhra Pradesh.

## Key Responsibilities

### Finance related

- Ensure team members understand and adhere to budgetary guidelines and financial procedures.
- Collaborate with the Admin Manager to establish and maintain a quarterly forecasting management system.
- Serve as the central point of contact for all finance-related matters, coordinating through the Programme Head.
- Collaborate with the Executive Director (ED) for major project expenses.
- Maintain a comprehensive record of all finance-related documents and expenses, ensuring accuracy and compliance.
- Coordinate the preparation and submission of reports and audits for both internal and external auditors.
- Prepare and deliver monthly and quarterly financial reports to the Executive Director.

## Key Responsibilities

### Programme related

- Provide comprehensive logistical support for the team, programme, and training activities.
- Coordinate logistics such as venue arrangements, materials, and resources needed for training sessions and programme activities.
- Oversee the Management Information System (MIS), maintaining updated records and generating reports as needed.
- Manage all local expenses efficiently, keeping track of expenditures and ensuring compliance with financial protocols.
- Liaise with the DF Finance manager regarding all financial matters, maintaining clear communication and proper documentation.
- Collaborate with the Senior Programme Manager to coordinate all aspects of partner grants, contributions, and receipts.
- Ensure accurate documentation and timely processing of financial contributions from partners. Address and manage any administrative issues that arise, ensuring smooth office operations.

### Skills & Knowledge:

- Bachelors Degree in finance related subjects
- Prudent planning & execution
- Excellent people skills, be able to collaborate at all levels
- Language skills - Hindi and English
- Must be able to use computer and handle internet, basic Word, Excel, PowerPoint

### Application Process:

To apply for this position, share your CV with a covering letter to [careers@dhwanifoundation.org](mailto:careers@dhwanifoundation.org) with **'Executive - Finance & Admin'** as the subject line.

Mark a copy to [divitha@dhwanifoundation.org](mailto:divitha@dhwanifoundation.org).

Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.