

## 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 (OD) programmes, technology enablers, system & process improvement and sectoral strengthening. Our work is spread in Karnataka, Tamil Nadu, Odisha, Jharkhand and Northeast of India, reaching close to 2800 grassroots NGOs through various initiatives.

**Position** Senior Manager – Finance & Admin

**Location** Bangalore (but involves travel if required)

**Purpose of Job** To ensure the Finance & Admin department is equipped with the right systems & tools, processes & a trained team to support Dhwani Foundation meet its strategic objectives. Oversee all aspects of day-to-day financial planning & accounting, compliance, administration management & governance documentation of the organisation, working collaboratively to ensure adherence to internal policies and procedures as well as donor/government regulations.

## Duties and Responsibilities

- **Compliance, Financial and Accounting:** Manage, supervise support the day-to-day operations of the finance and compliance team of the organisation with complexities such as multiple donors, multiple programmes across multiple states with different batches running simultaneously
- **Policy & Compliance Adherence:** Ensure 100% adherence to Organisation Policies and legal compliances. Any deviations to be escalated appropriately with monitoring mechanisms in place to avoid any delay on compliance due dates. Ensuring that all accounting activities and audits comply with financial laws and regulations
- **Financial reporting:** Overseeing the organization's fiscal reporting, including balance sheets, revenue and expenses, and grant reporting. Align to requirements of program teams, management, Board of trustees at the agreed frequencies.
- **Donor Reporting:** Ensuring timely submission of Donor Fund Utilisation Reports as agreed with every donor. Support Budgeting for a new proposal based on needs.

- **Budgeting:** Leading the Budget creation process for the 3-year financial plans along with Annual budgeting, Quarterly Forecasts & monitoring utilisation across the organisation programs. Leading Monthly reviews with the program teams and driving spend pace as agreed in the initial plans.
- **Grant Management:** For the financial assistances that Dhwani provides its partners in the various programs, ensure timely processes around tracking of Utilisation, contracts renewals, and disbursements of tranches.
- **Internal Financial Information assistance:** Providing financial information and assistance to management to help with programmatic / strategic decisions.
- **Cost Efficiencies:** Recommending cost-reducing solutions & promoting a culture that is cost consciousness.
- **Team management:** Supervising the team along with the Service Provider who provides back-end support services.

#### **Administration:**

- Support all program teams in logistics to manage all the training and other program related events.
- Manage the booking of staff travel, accommodation and other admin related matters, managing the hospitality around guests.
- Asset maintenance with asset mapping to all the DF assets every quarter.
- Ensure overall building maintenance and security matters of the foundation.
- Assist in all support areas related to board meetings.
- Assist Managing Trustee and Executive director in all admin related matters.
- Support foundation in all IT and technology related matters.
- Ensure all offices, its assets & premises are kept in order.

## Skills & Knowledge:

### Essentials:

**Qualification:** Graduation/post-Graduation in MBA Finance/M. Com.

### Experience:

- 15 to 18 Years of overall experience and 5 years of experience in Managerial position.
- Demonstrated experience in financial management and accounting
- Experience with audit, legal compliance, and budget development
- Excellent knowledge of relevant legal obligations laws like FCRA, Income tax
- Experience effectively communicating key data, including presentations to senior management, the Board, External Stakeholders
- Expertise in Tally ERP Software
- Expertise in the Microsoft office platforms like Excel, word and power point

### Desirable

- Ability to collaborate working environment with the internal as well as external stake holders
- Understand the principles and methods relating to all aspects of organisation building people development and skill enhancement
- Success seeing beyond the numbers, identifying trends and new possibilities
- Working Experience in a Non- profit organisation
- Knowledge of Multiple reconciliations, bank reconciliations and analysis

**Position Availability** Immediate

**Salary Offered** 10 Lakhs Per Annum - Negotiable based on experience and skill sets

### Application Process

To apply for this position, share your CV with CTC, ETC and notice period details with a covering letter to [careers@dhwanifoundation.org](mailto:careers@dhwanifoundation.org) with Senior Manager – Finance & Admin as the subject line.

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

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