

Position Executive – Finance & Admin (Full Time)



About Dhwani Foundation Dhwani Foundation is a Bengaluru based registered trust. Its primary objective is to improve the productivity and efficacy in the social sector, through Organisational Development (OD) programmes, technology enablement, system and process improvement and sectoral strengthening. Our work is spread in Karnataka, Tamil Nadu, Andhra Pradesh, Odisha, Jharkhand and Northeast of India, reaching close to 2800 grassroots NGOs through various OD initiatives.

Position Executive – Finance & Admin (Full Time)

Location Based in Guwahati with frequent travels to Northeast Program partner locations.

Purpose of the Job

To oversee and manage logistical support with financial oversight, encompassing coordination, management, and reporting for both operational and financial aspects for all the work done by the state / region team in the Northeast.

Key Responsibilities

Finance related

- Ensure team members understand and adhere to budgetary guidelines and financial procedures.
- Collaborate with Central Finance Team to establish and maintain a quarterly forecasting management system.
- Serve as the central point of contact for all finance-related matters, coordinating through the State Head.
- Collaborate with the Central Finance Team 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 State Head.

Programme Related

- Provide comprehensive logistical support for the team, program, and training activities.
- Coordinate logistics such as venue arrangements, materials, and resources needed for training sessions and programme activities.
- Oversee the internal 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 Central Finance Team regarding all financial matters, maintaining clear communication and proper documentation.
- Collaborate with the State Head 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.

Experience

Minimum 4+ years of experience working with NGOs in Finance Roles.

Skills & Knowledge

- Bachelor's 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

Salary Offered Commensurate with experience

Application Process To apply for this position, share your CV with a covering letter to careers@dhwanifoundation.org with '**Executive - Finance & Admin (Full Time)**' as the subject line. **Mark a copy to wungmaya@dhwanifoundation.org.** Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.