

## **Position Executive – Finance & Admin (Full Time), Jharkhand**

**About Dhwani Foundation** A Bengaluru based registered trust, our primary objective is to improve productivity and efficacy in the social sector, through Organisational Change Management (OCM) programs, technology enablement, system and process improvement, and sectoral strengthening. Our work is across seven states—Karnataka, Tamil Nadu, Andhra Pradesh, Odisha, Jharkhand, Assam and Manipur, reaching close to 2800 grassroots NGOs through various OCM initiatives **Log on to [www.dhwanifoundation.org](http://www.dhwanifoundation.org) for more details.**

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

**Location** Based in Ranchi

### **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 Jharkhand.

### **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 State Head for major project expenses.
- Maintain a comprehensive record of all finance-related documents and expenses, ensuring accuracy & 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 and Central Teams.

#### **Program 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 Central Finance regarding financial matters, maintaining clear communication and proper documentation.
- Collaborate with 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.

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### **Experience**

Minimum 2 – 4 years of experience working with NGOs in Finance Roles.

### **Experience Skills & Knowledge**

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

**Salary :** 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 - Jharkhand'** as the subject line. Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.

