Position Assistant Manager – Finance & Compliance (Full time)

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 for more details.**

Position Assistant Manager – Finance & Compliance (Full time)

Location Bangalore (Office-Based Role)

Purpose of the Job The Assistant Manager - Finance & Compliance will be responsible for all aspects of day-to-day finance management, compliance, Financial 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 tracking budgets
- Preparation of monthly, quarterly forecasts of all programs in coordination with program teams/Head Finance & Admin/Asst. Director Central Functions
- Manage all day-to-day accounting work such as bills, vouchers, process for payments, receipts etc in co-ordination with program teams and service agency.
- Co-ordinate with service agency (Shared Service) on all aspects to enable to them to manage accounts, compliances, statutory requirements, MIS
- Coordinate with service agency, approvers, signatories for all payments, advances etc
- Preparation of financial reports of central functions/projects are made available for all programs, donors and to Head Finance& Admin /Asst.Director Central Functions on monthly basis
- Preparation of donation/grant receipts and acknowledgements for all donors.
- Monthly closing in coordination with service agency and ensure all mandatory documents are filed.
- Ensure finance documentations and papers like vouchers, supporting documents, donor/project files, statutory documents (challans/returns), final accounts, bank files etc are physically and online filed on a monthly basis
- Liaising with the internal and external stakeholders including auditors, bankers, and other consultants.

Position Assistant Manager – Finance & Compliance (Full time)

Key Responsibilities

Administration:

- Assist Admin Head & Finance Head in all admin related matters with an overlap on finance & compliance
- Assisting Finance Head in keeping track of the board proceedings/documentationand the related paperwork in place.
- Support all program teams in managing logistics for training and other program related events.
- Manage staff travel/ticket booking, accommodation and other admin related matters.
- Asset maintenance and quarterly mapping of all the DF assets.
- Assist in overall building maintenance and security matters of the Foundation through security and Office keeping team members
- Support the Foundation in all office facilities like internet, staff refreshments, staff meeting arrangement etc.

Experience At least 4 Years of experience in the Accounts and Finance. Basic orientation to admin tasks. Experience in handling Finance and Admin in a Non- profit organization will be preferred.

Skills & Knowledge

Essentials:

- B Com/M Comin Finance
- Knowledge of accounts and finance management, Tally
- Basic knowledge on compliances
- Expertise in the Microsoft office suite
- English language skills with any other south Indian language

Desirables:

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

Salary Offered Commensurate with experience

Application Process To apply for this position, share your CV with a covering letter to **careers@dhwanifoundation.org** with '**Assistant Manager – Finance & Compliance'** as the subject line. Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.