Job Description: Manager – Finance

About Dream a Dream

Dream a Dream is a registered, charitable trust empowering children and young people from vulnerable backgrounds to overcome adversity and flourish in the 21st century using a creative life skills approach. Currently, we work with 10,000 young people a year through our two innovation labs – After School Life Skills Programme and Career Connect Programme, have trained over 7700 teachers/educators from 206 partners impacting over 192,500 children and have impacted over 1 Million children through strategic partnerships with state governments in Delhi and Jharkhand. We work on a strong collaborative approach with local charities, corporates, volunteers, governments, expert consultants and a host of national and international strategic partners

Role Objective/Purpose (include overall objectives of the role, the need for the position, etc.):

Reporting to the Associate Director- Operations, the Manager – Finance will support Associate Director to assist in providing and maintaining efficient & effective finance function. S/he will oversee and lead the functions of finance and accounting, procurement, administration and compliances. This position will work closely with the Associate Director and in close co-ordination with the Heads of different Program.

Reporting Manager: Associate Director – Operations

Salary per Annum: INR 7,90,000/- to INR 9,60,000/-

Roles and responsibilities (include scope, accountability, goals to be achieved by the role, people management, function and finance management):

- Ensure monitoring of and compliance with the governance and accountability related policies. Periodically assess compliance with policy and adherence to standards. Ensure compliance with FCRA, Taxation and other charity-related laws of trust including Gratuity, PF, ESI, etc
- Ensure that the statutory external audits and donor audits are managed effectively and required corrective action has been taken to strengthen the systems.
- Liaise with Internal Auditors and Statutory Auditors on Terms of Reference and other required audit activities
- Ensure that financial systems and policies are consistent with all the requirements of taxation legislation and statutory obligations in India.
- Establish and ensure compliance with finance and operations policies and processes consistent with best practices in the sector.
- Liaise with donors in terms of any financial reporting requirement and timely submit of all donor requirement
- Develop, manage, and monitor program/function budgets, financial reports, and projection of funding needs
- Preparation of monthly, quarterly and yearly financial statements, as required by the Leadership Team including variance analysis versus budget to explain the content of the reports
- Any other tasks assigned from time to time.
Requirements (include Education, Required Skills/Qualifications; Experience/acquired knowledge requirements, Preferred Skills (if any):

- M.Com/CA (inter) with minimum 5 years’ experience in Finance, at least 3 years of experience in development sector with a sound understanding of Indian legal requirements including FCRA and Income Tax
- A thorough knowledge of accounting principles, financial systems, especially Tally ERP
- Relevant expertise and ability to manage the Finance department independently with minimal support
- Demonstrated ability to set up strong financial processes and tracking expenditures programme wise. Financial and accounting acumen to deal with diverse situations with the ability to generate practical approaches to challenging situations as they arise in the course of the business.
- Proficiency in using the MS Office suite including advanced MS Excel skills such as usage of pivot tables or data table analysis.
- Sound analytical with excellent writing and oral communication skills.
- Personal qualities of integrity, credibility, and a commitment to and passion for developing life-skills in young people

Job location: Bangalore

Last date of application (optional): NA

How to Apply: To apply, please send an updated CV to shrikantha@dreamadream.org. Please mention ‘Application for the position of Manager – Finance’ in the subject line.