

JOB PROFILE: Finance Coordinator

JOB PROFILE

Reporting to the Head of Finance and Accounts, the Finance Coordinator will be responsible for managing all finance, accounting and related reporting activities, including preparing reports for the Board's Finance and Audit Committee and will work closely with the senior leadership team. The Finance Coordinator will lead all day-to-day finance operations and will provide reports and advice to the management team and have direct responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Coordinator will develop systems and procedures to support effective program implementation and robust audit compliance.

A key responsibility in the first year will be to work with the Head of Finance in developing systems and processes to bifurcate and decentralise finance related decision making wherever possible. The Coordinator will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations.

In addition, the Coordinator will also partner with senior leadership, the Human Resources (HR) and Information Technology (IT) staff to enhance and better integrate finance, HR, and IT functions.

JOB RESPONSIBILITY

Responsibilities include but are not limited to:

Finance and Accounting Leadership

- Manage all accounts, ledgers, and reporting systems ensuring compliance with appropriate standards to meet regulatory requirements for NGOs, specifically for a Section 8 Company;
- Manage organizational cash flow forecasting by working in partnership with the CEO and Founder to ensure availability of funds as needed;
- Manage investment, and asset management;
- Manage financing strategies and activities, as well as banking relationships;
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans;
- Coordinate the development and monitoring of budgets;
- Develop financial business plans and forecasts;
- Remain up to date on non-profit audit best practices;
- Assess and make recommendations in the area of internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Manage all financial audits.

- Consistently analyse financial data and present financial reports in an accurate and timely manner; clearly communicate, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of BCI's financial status.
- Ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period;
- Create tool kit for collating financial reporting materials for government, corporate, and foundation grants;

Team Leadership

- Leverage strengths of the current accounting team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals;
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment;
- Commitment to recruiting, mentoring, training, and retaining a diverse team with foresight and ability to delegate accordingly;

SKILLS

- Keen analytic, organization and problem solving skills which allows for strategic data interpretation;
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other key stakeholders;
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers;
- Bilingual (English and Hindi) with expert level verbal and written communication skills, especially English;
- Excellent time-management and organizational skills with high attention to detail;
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment with multi-disciplinary teams;
- Proven ability to handle confidential information with discretion;
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

EDUCATION AND EXPERIENCE

- Post-Graduate in Finance Management.
- 5-6 years of experience in Finance management, preferably in the Non Profit Sector.
- Proficient in Microsoft Office and Finance Management Software like TALLY.

COMPENSATION

Barefoot College recognizes that the right candidate will have a significant impact on the success of the organization and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with experience.

LOCATION

The position will be based in Harmada, Rajasthan.

TO APPLY

Qualified candidates should send their CV along with a cover letter highlighting your suitability for the position to recruitment@barefootcollege.org. Given the high volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.

Last date to receive applications: 20th August 2021