



## Head - Finance

### Role profile

<b>Location</b>	Delhi/NCR, India	<b>Department</b>	<a href="#">International</a>
<b>Reports to (<i>Job Title</i>)</b>	CEO Change Alliance		
<b>Matrix manager (if applicable)</b>	<a href="#">Click here to enter text.</a>	<b><a href="#">Competency level</a></b>	<a href="#">4</a>

#### Role definition

##### Role purpose/context

As senior team member, the post holder will focus on financial planning, commercial planning, financial stewardship and control, and enhancing organisation-wide performance. The post holder will provide a wide range of support, financial analysis and information to the CEO.

The Head - Finance will have strategic overview of the financial planning management and compliances of Change Alliance and adhere to compliances of parent organisations including the preparation of the statutory accounts, annual audit and submission of the financial figures for consolidation into the group accounts to fit with the annual timetable. The Head of Finance acts as both a strategic advisor and an operational executor — maintaining robust financial systems, enabling sound decision-making, and ensuring efficient use of resources to drive business growth and sustainability.

To be responsible for managing all aspects of the finance function, this will include financial records, reports, budgets, clients' reports, internal and external audits and providing financial management oversight to CEO Change Alliance. Will review and set up efficient ways of reporting financial information to comply with Change Alliance Pvt requirements as well as being able to fit with the wider financial reporting of the Christian Aid (parent organisation) group. Liaison with key stakeholders of the business to provide efficient financial support. The position is responsible for providing financial analysis of the assignments for effective utilisation of the resources.

##### Key outcomes:

#### 1. Financial management

##### I. Financial Planning & Analysis

- Prepare annual budgets, forecasts, and periodic financial projections.

- Monitor financial performance against plans and report variances with actionable insights with timelines and quality.
- Assist management in strategic and operational decision-making through financial analysis and scenario planning.
- Supports in key decisions related to viability and sustainability of Change Alliance with a long-term perspective.

## **II. Accounting & Bookkeeping**

- Support in day-to-day accounting, billing, collections, payments, and reconciliations.
- Ensure accurate and timely closure of monthly, quarterly, and annual accounts.
- Support in all financial transactions accurately (sales, purchases, expenses, payroll) in Tally/ERP.
- Check vendor/service providers invoices for accuracy before payment and ensure timely payment
- Ensure proper documentation and filing of bills, vouchers, and receipts.
- Track advances given and ensure timely settlements.
- All financial returns and reconciliations are accurate and submitted for processing in a timely manner.
- Ensure forecasting and budgeting exercises are completed within the given timelines with accuracy

## **III. Cash Flow & Working Capital Management**

- Manage cash flow planning to meet operational needs.
- Monitor receivables and payables to optimize liquidity.
- Handle bank relationships, fund management, and short-term borrowing when needed.

## **IV. Cost Control & Efficiency**

- Develop and monitor cost control systems to ensure profitability.
- Review and rationalize overheads, procurement processes, and vendor payments.
- Support process automation or digitization to improve efficiency.

## **V. Financial Reporting & Governance**

- Prepare MIS reports, P&L, balance sheet, and cash flow statements for management review.
- Present financial health reports and key metrics to the management and board.
- Ensure financial transparency and internal control systems are robust.
- Change Alliance as a subsidiary of Christian Aid responsible for financial reporting to Christian Aid as per the agreed MoU.

Statutory, legislative and other financial reporting requirements are complied with to preserve Change Alliance's reputation for timely and transparent accountability.

## **2. Audit, Compliance and Taxation**

- I. Preparation of complete set of annual financial statements as per Accounting Standards notified under Companies Act, 2013 comprising of
  - Balance Sheet as on March 31st, 20XX
  - Profit & Loss for the year ending March 31st, 20XX
  - Cash Flow Statement for the year ending March 31st, 20XX
  - Accounting Policies
  - Notes to accounts
  
- II. Filing Tax audit report
  - Preparation of Form 3CD along with annexures required for filing tax audit report as per section 44AB of Income Tax Act, 1961
  - Preparation of bank statement, PL and notes for audit
  - Ensure compliance with statutory, tax, and regulatory requirements (GST, TDS, Income Tax, PF, ESI, etc.).
  - Coordinate with external auditors for statutory, internal, and tax audits.
  - Maintain accurate documentation and timely filings.
  - On-going relationships with Change Alliance's bankers, auditors and investment managers are managed with a high degree of integrity.

## **3. Financial monitoring and Partner Organizational Capacity Risk Assessments (POCRAs) of partners**

- Conduct POCRA and timely report submission to adhere to the compliances.
- Ensure quality and timely financial monitoring
- Ensure timely POCRA and monitoring reporting submitted
- Support partners in improvements based on recommendations in the report

### **Role agility**

Expected national travel per annum **Up to 30 days**

On call/unsocial hours **No**

Expected international travel per annum **Occasional travel**

Surge capacity for emergency responses **No**



<b>Role requirements</b>	
<b>Relationships</b>	
<p><b>External:</b> The role holder will have contact with Change Alliance auditors, clients and other relevant stakeholders; will have contact with Christian Aid as an investor.</p> <p><b>Internal:</b> The role is line managed by the CEO. This role will work along with Head-- Development Advisory and programme team.</p>	
<b>Decision making</b>	
<p>The post holder will have independent responsibility of finance function of Change Alliance. This role is expected to work in close collaboration with CEO to deliver financial information to Change Alliance/or clients. Able to make decisions around costing while developing projects. The post holder is required to come up with innovative and competitive pricing structure that will help Change Alliance to be sustainable model. The post holder should ensure cost effective management of Change Alliance.</p> <p><b>Budgetary/savings responsibility</b> Not applicable</p>	
<b>Analytical skills</b>	
<p>Ability to apply logical thinking and common sense to gathering and analysing information, designing and testing solutions to problems. As this is a new role for Change Alliance, the post holder will be required to put in place systems, processes &amp; controls at each level of revenue &amp; expenses. The incumbent plays an important role in dealing with large/important customers deal and assisting in structuring to mitigate the risk of cash flow or creating commercial exigencies at a later date. S/he should drive this by applying her/his financial &amp; commercial judgement based on sound business practices</p>	
<b>Developing self and others</b>	
<p>Continuously look for opportunities for self-development. Give and receive honest and open feedback in a timely manner. Will advise others in some technical financial matters. Advising CEO of Change Alliance on financial strategies of Change Alliance.</p>	
<b>Number of Direct reports</b> 2	<b>Overall people management responsibility</b> 2
<b>Role related checks</b>	
<b>Child protection clearance</b> Standard	<b>Counter terrorism screening</b> Required

**Person specification**

**Applied skills/knowledge and expertise**

**Essential**

- Chartered Accountant (CA) &CS, Cost Accountant, or MBA (Finance).
- 15-20 years of progressive finance experience, preferably with at least 5 years in MSME or small business setups. Knowledge of private sector (experience in consulting firms is preferred)
- Experience managing end-to-end finance functions with a hands-on approach.
- Strong knowledge of Tally/ERP, Excel, and financial reporting tools. Strong /extensive experience of using financial accounting & reporting packages with desirable experience of using Tally and Sun systems
- Experience of statutory reporting, preferably in the for-profit sector; risk mitigation measures
- Knowledge and experience in financial standards and legal framework
- Excellent team and stakeholder management skills.
- Experience of strategic planning, budgeting and developing successful models of management reporting.
- High level skills in developing competitive pricing for pitches and experience in innovative pricing structures and financials development for clients.
- Sound knowledge around business, its financial dynamics & regulatory requirements across tax/commercial/banking/exchange regulations around
- Experience in investing surplus profits and investment wisely to maximise interest returns without undue risk.
- Ability to build respect for the value adding nature of financial information.
- Ability to explain complex financial issues to non-financial staff.
- Good reputation, high level of integrity, good communication & presentation skills and presence

**Desirable**

- Knowledge of development sector.
- Experience of working in consulting organizations

**Digital/IT competencies required: Highly skilled**

**DATE CREATED**

11/11/2025