Finance Manager
Role profile

Location	Delhi/NCR, India	**Department**	International
Reports to *(Job Title)*	Head of Finance		
Matrix manager (if applicable)	Click here to enter text.	**Competency level**	3

Role definition

Role purpose/context

The role is based in the Business Administration role family and is key to driving essential financial systems. It is responsible for managing all aspects of the accounting & finance function, which will include maintenance of accounting records, preparation of financial reports, support in budgeting, funds flow, internal and external audits and statutory compliance of Change Alliance. This role will oversee and will be responsible to ensure robust financial practices are followed. The post holder will also manage client-funded projects related financial, statutory and administrative compliance, as needed support the Change Alliance programme operation staff to understand the financial policies and procedures and to ensure financial policy and procedures are adhered to. There may be some travel within the country and region / division required.

Key outcomes:
The Finance Manager will be primarily responsible for ensuring accurate, timely, and compliant financial management and reporting. This is a hands-on role that involves maintaining accurate books of accounts in Tally, reconciliations, and ledger control including AP/AR, verifying expense Invoices, managing other day-to-day accounting activities, support in preparing budgets and financial statements, monitor Liquidity, cash flows, ensuring statutory compliance and donor requirements and audits. The position requires strong attention to detail, ownership of accounting processes, process improvement, and ability to deliver high-quality outputs independently.

- Senior Management of Change Alliance is provided with the necessary financial information to enable them to make decisions regarding strategy and plans.
- Ensure that strong, accountable and transparent financial systems and practices are set in place
- Local budgets, client's funded programmes and appeal funds are managed, deviations are reviewed and addressed regularly and corrective action taken as necessary.
- Change Alliance and donor funded client's financial policies and procedures are complied with and any issues arising from noncompliance dealt with swiftly and efficiently.
- Support in Internal and external audits and any actions dealt with.
- Financial training needs of local Change Alliance staff are addressed.
- Responsible for maintaining accurate and up-to-date books of accounts in accordance with applicable accounting standards and monthly reconciliation of all financial transactions.
- Ensure that Correct Invoices are raised on Clients, verified and recorded as per the agreed terms of the contract

- Ensure that Consultants/Service providers/vendors Invoices are correct in accordance with statutory requirements: appropriately recorded and payment is made as per the agreed terms in the Contracts
- Responsible for monthly Payroll, settlement of vendor invoices, staff reimbursements, and completion of timely closing activities including SFR's
- Prepare expense payable, prepaid, Asset management, and depreciation statements.
- Ensure statutory compliance under GST, Income Tax, TDS, PF/ESIC and other applicable laws.
- Ensure that all financial returns and reconciliations are accurate and submitted for processing on time.
- Preparation of financial statements and tax return filings/ MCA filings, knowledge of secretarial matters pertaining to private limited company

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

In order to respond to ever changing demands within the environment, Change Alliance operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role requirements

Relationships

External: The role holder work with Clients, Partners, Consortiums, Auditors, Suppliers, INGOs.

Internal: The role is line managed by Head of Finance. The role holder will have contact with other finance colleagues, Internal Auditors and Clients Finance units.

Decision making

Manage the local Change Alliance finance function and make decisions in all financial areas. Lead and facilitate annual statutory and audits as required, implement audit recommendations and advise on implementing any audit recommendations within partner organisations. Represent Change Alliance to clients. Manage the implementation of financial systems and processes in line with Change Alliance overall corporate requirements. Financial training needs of Change Alliance staff are identified and addressed. Making decisions to ensure relationships are managed effectively with external suppliers.

Budgetary/savings responsibility Not applicable

Analytical skills

Click here to enter text. Responsible for one discrete area or several strands within a function, how much creativity, analysis and judgement or routine/semi-routineAbility to apply logical thinking and common sense to gathering and analyzing information, designing and testing solutions to problems. Working in a conscientious, consistent and thorough manner. Integrating and interpreting complex information from many sources and making judgements based on their analysis. Ability to implement and evaluate financial controls.

Developing self and others

Continuously look for opportunities for self-development. Give and receive honest and open feedback in a timely manner. Ensure on-going learning, develop influencing strategies and build strong work groups for both themselves and those that they manage or have responsibility for. Briefing to management on technical finance issues.

Number of Direct reports 1 **Overall people management responsibility** 2

Role related checks

Child protection clearance Standard Choose an item. **Counter terrorism screening** Required

Person specification

Applied skills/knowledge and expertise

- CA (Inter), MBA (Finance), M.Com, or equivalent professional qualification having strong analytical skills & financial acumen with total 5-10 years of experience
- Ability to contribute to Senior Management's strategy and plans
- Demonstrated experience in managing accounting, Statutory compliance, and financial reporting independently.
- Proficient in maintaining appropriate Cost Centre accounting system in Tally Software
- Support in Tally ERP customisation /implementation and optimization.
- Experience to devise various MIS reports and present timely reports to the management
- Strong command of MS Excel and familiarity with digital documentation.
- Experience of dealing with institutional fund accounting.
- Experience of managing audits,
- Good Interpersonal skills, including verbal and written communication.

Desirable

- Must be able to demonstrate forward thinking and propose compliant solutions
- Self motivated and with an ability to manage a wider range of complicated issues.
- Understanding best practise in health and safety regulation

• Experience in local and international security protocols			
Digital/IT competencies required			
Word, Excel, PowerPoint	Intermediate	**Web content design & development**	N/A
Internet based collaboration tools and video calling	Intermediate	**Social Media**	Basic
Data Visualisation	Basic		
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