

Job Description

Position Name : Assistant Manager – Finance & Accounts
Reports to : Senior Manager – Finance & Accounts
Location : Mumbai

About Habitat For Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit www.habitatindia.org

Position Purpose:

The Assistant Manager, Finance and Accounts is primarily responsible for the timely and accurate processing of accounting transactions and financial reports in accordance with Habitat for Humanity India's policies and procedures, donor and statutory requirements

Key Responsibilities:

- Process accounting entries in a timely and accurate manner in accounting software in accordance with Habitat for Humanity India's policies and procedures, tax authority and statutory requirements.
- Process fund transfer requests for project implementation. This includes reviewing and ensuring the supporting documents are properly provided and requesting for approval at payment processing.
- Process employee advance request, settlement, and expense reimbursement in accordance with Habitat for Humanity India's policies and procedures.
- Prepare donor/project financial reports as required
- Perform balance sheet reconciliation and prepare financial reports on a monthly basis
- Assist in any other task assigned by supervisor.
- CRM System data entries

Education & Other Qualifications

- Bachelor's Degree in Commerce, Business Administration, Accountancy or equivalent.
- Proficiency in Microsoft software like MS Word, Excel, Sharepoint, etc.,
- 3 years' experience in experience in accounting function
- Experience working with accounting software and reporting tools especially SunSystems

Habitat For Humanity India : Values

- Humility: We are part of something bigger than ourselves
- Courage: We do what's right, even when it is difficult or unpopular
- Accountability: We take personal responsibility for Habitat's mission

Safeguarding:

At Habitat for Humanity India, we are committed to a culture of safeguarding and ensuring the safety and well-being of all individuals, especially children, involved in our programs. We uphold a strict zero-tolerance policy towards any form of harm or abuse. We expect all employees to adhere to our safeguarding behavioural code of conduct, prioritizing the best interests of the child and promoting a speak-up culture.

Interested candidates should submit their application to recruitment@habitatindia.org with the subject line ***“APP: Assistant Manager – Finance & Accounts Full Name”***.