

## Job Description

<b>Position Name</b>	<b>Associate Director, Finance and Accounts</b>
Reports to	Sr. Director, Finance and Accounts
Location	Mumbai Office

### About Habitat for Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity India began in 1983 as a grassroots effort. The housing organisation has since grown to become a leading housing nonprofit that has helped over 57,000 underprivileged families in India build or improve a place they can call home. Through its housing, WASH (Water, Sanitation, and Hygiene) and disaster risk reduction and response programmes, Habitat for Humanity India has positively impacted the lives of more than 3.6 million people. 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](http://www.habitatindia.org)

### Position Purpose:

The Associate Director, Finance and Accounts maintains proper accounting records of Habitat for Humanity India and related entities and produce timely and accurate reports for the management in compliance with the policies, procedures, accounting standards, and local regulations.

### KEY RESPONSIBILITIES

- **Financial Management - 50%**
  - Review and post accounting entries in the accounting system.
  - Oversee the financial and accounting systems and processes for Local and FCRA accounts to ensure the efficiency and compliance of proper accounting standards.
  - Review and process local and international fund transfer requests.
  - Provide guidance to the finance and accounts staff
  - Lead the account closure activities
  - Process payroll and statutory payment.
  - Coordinate with and provide recommendations to other departments regarding financial management and compliance.
- **Grant Management - 20%**
  - Record project funding and allocate expenses to the applicable donor and project fund.
  - Participate in proposal development and due diligence process
  - Review and provide donor utilization reports, project financial reports, and other related reports.
  - Provide recommendations to Resource Development and Program Department on donor and project budget and utilization.
- **Financial Reporting - 15%**
  - Lead the process of month-end and quarter-end closing and reporting.

- Attend Income Tax assessments.
- Finalisation of accounts
- File Income Tax and FCRA returns.
- Statutory, external and internal audits
- Prepare timely and accurate financial and management reports to Senior Leadership Team, Board of Trustees, Area Office, and other stakeholders.
- **Others - 15%**
  - Prepare the consolidated annual budget.
  - Prepare monthly and quarterly management reports to Senior Leadership Team.
  - Provide guidance and leadership to Finance and Accounts team in National Office and Regional Offices
  - Other related duties as assigned by the supervisor.
  - Maintain bank relationship and ensure timely bank reconciliation.

## **KNOWLEDGE, EXPERIENCE & SKILLS**

- Bachelor's Degree in Commerce, Business Administration, Accountancy or equivalent.
- 10 years' experience in accounting finance

## **TECHNICAL SKILLS**

- Proficiency in English language.
- Good verbal and written communication skills
- Good planning and analytical skills
- High level of integrity and professionalism.
- Proficiency in Microsoft software like MS Word, Excel, Sharepoint, etc.,

## **BEHAVIOURAL SKILLS**

- Positive attitude, strong interpersonal and analytical skills
- Proactive approach
- Ability to work under limited supervision.
- Ability to function professionally under tight deadlines.
- Ability to work with a diverse range of individuals.
- Provides timely and accurate information and reports to Senior Leadership Team on financial related matters at departmental and organizational level.

## **Preferred – in addition to minimum:**

- Master's Degree in Business Administration, Accountancy, Finance or equivalent.
- CPA, ACCA
- Experience in NGO, tax compliance, FCRA
- Experience working with accounting software or ERP especially SunSystems

## KEY INTERACTIONS

- **Internal:** All Departments (Program/Operations, Resource Development, Human Resources and Finance) Hub Leadership, Senior Leadership Team
- **External:** HFHI Area Office, vendors, auditing firms
- Nature of leadership provided to others: Guidance, advisory, and recommendatory

## ACTIVE SUPPORT OF HFHI 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

HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

**CANDIDATE PREFERENCE:** Experience in NGO

**LOCATION:** Andheri

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Interested candidates should submit their application to [recruitment@habitatindia.org](mailto:recruitment@habitatindia.org) with the subject line "ASSO DIR – FINANCE & ACCOUNTS \_ Last Name, First Name".