

## Job Description

<b>Position Name</b>	<b>Manager, Finance and Accounts</b>
Reports to	Senior Manager, Finance and Accounts
Location	West Regional 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:

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

### KEY RESPONSIBILITIES

- **Finance and Accounts - 70%**
  - 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, FCRA and statutory requirements.
  - Process receipts, payment requests, and fund transfer requests for project implementation. This includes reviewing and ensuring the supporting documents are properly provided and approved 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 of the regional office.
  - Review and posting of accounting entries
  - Perform month-end and project closing including balance sheet reconciliation and prepare financial reports of the regional office on a monthly basis.
  - Record project funding and allocate expenses to the applicable donor and project fund.
  - Preparing quarterly Income Tax returns and assisting in filing FCRA returns, and statutory audits as needed.
  - Assist in any other task assigned by supervisor.
- **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.
- **MIS - 10%**
  - Helping reporting manager on different MIS on monthly basis and as and when required.

## **KNOWLEDGE, EXPERIENCE & SKILLS**

- Bachelor's Degree in Commerce, Business Administration, Accountancy or equivalent.
- 5 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:** Regional Office and Finance Department
- **External:** auditing firms, suppliers
- Nature of leadership provided to others: NA

## **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:** Regional Office

---

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