

Job Description

Position Name : Director - Finance
Reports to : National Director
Location : Mumbai/Delhi

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 tens of thousands of families in India build or improve a place they can call home. Through its housing, WASH (Water, Sanitation, and Hygiene) and housing disaster resilience and response programmes, Habitat for Humanity India has positively impacted the lives of over 7.7 million people across the country. 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:

To manage the overall financial operations of the organization, including accounting, internal control, donor compliance, and financial planning. The role involves strategic decision-making, liaising with senior leadership and the Board of Trustees, and ensuring the financial integrity and sustainability of the organization.

Key Responsibilities:

(1) Accounting and Financial Reporting:

Oversee the design, implementation, and maintenance of accounting systems and processes.
Ensure reliability, integrity, and timeliness of financial statements and reports.
Facilitate internal and external audits and respond to recommendations.

(2) Internal Control:

Ensure adequate internal controls and appropriate utilization of organizational resources.
Develop, implement, and manage relevant policies.

(3) Grant Management and Donor Reporting:

Coordinate with other departments in proposal development and pre-award stages.
Ensure compliance with donor requirements and accurate financial reporting.
Manage project closure processes and audits.

(4) Risk and Compliance:

Lead the Enterprise Risk Management process.
Ensure statutory and regulatory compliance, including taxes, FCRA, and other legal requirements.
Vet legal agreements and MOUs for compliance.

(5) Financial Planning and Analysis:

Coordinate the budgeting process and cash flow forecasts.
Develop financial projections for strategic planning.
Supervise treasury and cash flow management.
Provide financial analysis and advice to senior leadership.

(6) Information Technology:

Direct IT strategy to align with organizational goals.

(7) Leadership:

Inspire, motivate, and build the capacity of the Finance team.

Manage team performance, planning, goal setting, monitoring, and development.

Contribute to strategic decision-making as a member of the Senior Management Team.

Safeguarding: Adhere strictly to safeguarding protocols set by the organization, ensuring the safety and protection of all stakeholders involved in the projects

Education & Other Qualifications

- 15-20 years of professional experience in accounting, reporting, strategic financial planning, and management.
- Proven experience in a finance leadership role in the not-for-profit sector.
- In-depth understanding of regulatory and legal frameworks, compliance requirements, and Indian accounting and tax regulations.
- Strong analytical and organizational skills.
- Capacity to work under pressure, prioritize tasks, and meet deadlines.
- Strong attention to detail and accuracy.

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: Director –Finance Location Full Name"**.