

## **Finance Manager (TBD)**

### Roles and Responsibilities

#### FP&A

- Ownership of Donor statement of expenses and ensuring that reports are sent as per deadlines
- Co-ordinating with Regional Centre Finance and Project Staff for submission of Utilization Certificates/ Statement of Expenses and ensuring that the reports accurately align to financials
- Align with HR and PMO on resource allocation to projects to ensure that salary costs and other expenses are correctly booked under the projects
- Ensuring that bank transactions for all project related expenses are accounted and balances as per bank are aligned with book balance
- Establish a basis for charging overhead cost in project and ensuring that they are recovered as per agreement in a timely manner
- Proactively provide project owners with budget vs actual spends and flag off areas of concern
- Preparing annual budgets for Foundation with detailed break up of sources and application of funds, prepare monthly budget vs actuals and explain the variances
- Prepare rolling forecast of foundation cashflow with focus on risks and opportunities

#### Skills

- Hands on with FP&A, monthly MIS and variance reporting
- Having sound understanding of accounting and banking transactions
- Attention to detail and ability to handle multiple projects
- Good interpersonal skills and ability to present reports to project staff and senior management
- Should have leadership skills to manage a team
- Work with minimum supervision and should adhere to a schedule of deliverables

#### Qualifications

- Qualified CA/CMA with 4-5 years or CA(Inter)/CMA(Inter) with 7-8 years of experience in a mid-sized organisation
- Adept at using MS Office tools (Excel, PowerPoint etc) with proficiency in Excel
- Knowledge of any analytical tools such as MS Access, PowerBI etc would be an added advantage.