

Job Description of Lead Finance and Administration – 2024

1. Designation:	Lead - Finance & Administration/CFO
2. Reports to:	Executive Director

OVERVIEW:

The Lead, Finance & Administration is responsible for overseeing strategic financial management, governance, compliance, and administration, ensuring these functions align with the organization's goals and core values. This role requires strong leadership, a broad perspective, innovation, and the ability to assess the overall compliance impact of approved project executions. Collaboration across departments is essential to maintain high standards of financial management, compliance, and accountability.

THE ROLE:

As the **Lead - Finance & Administration**, you will play a crucial role in our Strategic Management Team (SMT), offering financial leadership that supports our ambitious strategy. You will ensure that EFICOR's financial plans are robust, transparent, and uphold the highest standards of integrity, while also ensuring compliance with donor requirements for budgeting and reporting. You will lead the EFICOR finance team, providing the strategic direction needed to achieve our goals. This role is based in Delhi.

KEY RESPONSIBILITIES:

- **Strategic Planning:** Collaborate with management to develop and implement finance and administration strategies.
- **Financial Management:** Oversee fund management, conduct financial analysis, review support partner agreements, and ensure compliance with both national and international standards.
- **Governance:** Ensure adherence to financial and management standards, fulfilling governance obligations in accordance with society registration and FCRA compliance.
- **Leadership Development:** Mentor staff and partners to build leadership qualities and enhance the organization's professional image.

- **Collaboration:** Work closely with other departments to advance the organization's vision and mission.
- **Asset Management:** Ensure efficient management and protection of organizational assets.

Routine Duties:

- Supervise project financial management, ensuring compliance with all relevant regulations.
- Respond to internal and external communications.
- Monitor the organization's financial position and overhead costs.
- Oversee bookkeeping, banking operations, and asset management.
- Approve payment/journal vouchers and online transactions.
- Release grants to projects.

Monthly Duties:

- Review MIS reports, payables, receivables, and statutory compliance.
- Analyse expense burnout ratios, project variances, fund flow, and vehicle performance.
- Authorize salary bills and allocations.
- Conduct department meetings and interact with finance staff across the organization to address and clarify pertinent matters.

Quarterly Duties:

- Facilitate internal audits and provide financial statements to partners.
- Realign fund flow and analyse organizational budgets.
- Address audit queries and ensure timely filing of quarterly returns.

Annual Duties:

- Lead statutory audits and file all required returns (ITR, FCRA, Society-Incorporation Law, PF, ESIC).
- Forecast organizational budgets and verify assets.
- Implement best practices, innovate systems, and conduct net worth and asset analysis.
- Renew insurance policies and secure all properties.

General Responsibilities:

- Network with like-minded organizations and financial bodies.
- Implement best practices and oversee finance standing committee activities.
- Maintain accurate financial records and secure important documents.

- Ensure compliance with finance policies and procedures, including regular updates and staff orientation.
- Manage security protocols, cost-effectiveness, and economic trend analysis.
- Periodically review and update policies and provide economic updates to management.

YOUR PROFILE

The ideal candidate will have a distinguished career in finance and administration, ideally within the non-profit or related sectors, and a proven track record at the Finance Managerial and statutory matters.

Key attributes include:

- A recognised professional finance qualification (e.g., MBA, M. Com, ACA, CA, CPA).
- Extensive experience in strategic financial planning, budgeting, and managing financial operations in a complex, global environment.
- Strong leadership and team management skills, with the ability to lead a geographically dispersed team.
- Deep understanding of diverse regulatory and development context.