

## **MANAGER, FINANCIAL CONTROL AND ACCOUNTING**

**New Delhi, India**

### **ABOUT SVELIFE FOUNDATION**

Globally, 1.25 million people are killed each year in road crashes. 90% of these fatalities occur in the developing world with India leading the global death toll with 150,000 deaths each year. SaveLIFE Foundation (SLF) is an independent, Non-Profit organization committed to improving road safety and access to emergency medical care across India and the developing world. SLF connects research, advocacy, communication and execution (RACE) to operate at the intersection of policy making and grassroots implementation for crash prevention as well as post-crash response. Over the past few years, SLF has facilitated the enactment of key legislations in India such as the Good Samaritan Law, adopted one of India's deadliest highways to transform it into a zero-fatality corridor, trained thousands of Police officers and volunteers in life-saving techniques and built award-winning technology to connect and assist stakeholders including bereaved families from extremely poor backgrounds. SLF has also been recognised as the Best Non-Profit in India by the Rockefeller Foundation, and has won the prestigious Prince Michael International Road Safety Award.

### **SUMMARY**

The Manager, Financial Control and Accounting will be responsible for the administration of SLF's finance and accounts, including books of accounts, budgetary projections, budgetary control, allocation of donor contributions, bank reconciliation, cash flow statements, developing tracking and control MIS', and all other related tasks.

### **DUTIES AND RESPONSIBILITIES**

#### **1. Accounting, Payroll and Adherence to Various Compliance Requirements**

- Management of books of accounts of SaveLIFE Foundation, ensuring utmost adherence to accounting standards and practices.
- Ensuring timely updating of books of accounts such that reports are prepared accurately and on timely basis (including accounting and financial statements, trial balance, cash flow statement, income statement and balance sheet.).
- Handling the payroll for the organization, including but not limited to timely disbursement of salaries/reimbursements and preparation of salary slips.
- Managing Accounts Payable and Receivables.
- Maintaining of vouchers, bills, invoices and internal supporting documents and update all financial data onto the computerized accounting system (Tally or any other system deployed by the organization now or in future).
- Oversee payment process and ensure stringent controls.

- Hands on experience with FCRA compliances (Foreign Contribution Regulation Act)
- Submitting a monthly compliance report on all the statutory obligations.

## **2. Finance Cost and Revenue Contribution**

- Monitor and drive cost efficiencies.
- Initiate cost reduction measures and periodic review & reporting.
- Efficient utilization of working capital and optimization of resources.

## **3. Business Finance Management**

- Preparing and maintaining financial documents and reports for grantees and donors. This will include but not limited to creating monthly/quarterly financial reports for each donor or grantee, preparing donor receipts and certificates.
- Generation of MIS, with reference to the overall operations of SLF.
- Preparation of budgets & providing budgets (vs actual analysis) to the management on a regular basis.
- Month end provisioning to ensure smooth and correct financial closing of books of accounts.
- Expense management within defined budgets and highlight deviations, implementing budgetary controls.
- Periodic review of statement of accounts and quarterly reconciliation.

## **4. Audit & Taxation**

- Handling statutory audits, tax audits and internal audits, including assisting the external auditor for financial auditing of all payables & receivables and finalization of Balance Sheet, Income and Expenditure and Receipt & Payment Account, maintaining all financial documents required for audit purposes.
- Liaising with auditors and ensuring timely completion of all audits in a smooth and efficient manner.
- Ensuring timely filing of FCRA returns, TDS quarterly returns, Income Tax returns and other applicable regulations.
- Handling assessments for both, direct and indirect tax matters.

## **5. Fixed Assets, Insurance Management & Banking Relations**

- Maintaining and updating fixed assets register and verifying them on a regular basis.
- Building and strengthening relationships with existing and new bankers, submit data, information/projections etc. to bankers

## **BASIC QUALIFICATION**

- Minimum 7 years' working experience with NGOs in handling accounts and financial controls.
- Chartered Accountant or Advanced Degree in Accounting.

- Good experience with FCRA procedures with proficiency in MS Excel, Tally ERP (9.0) and other accounting software by Microsoft/Oracle.
- Excellent oral and written communication skills.

**Compensation:** Commensurate with knowledge and prior experience. Additionally, medical insurance and other benefits as per organization policy.

**Location:** New Delhi

**How to apply:** The interested candidate should send a copy of resume and a cover letter expressing an interest in the role and with details of current and expected annual CTC to [careers@savelifefoundation.org](mailto:careers@savelifefoundation.org). Mention the name of the position in the subject of the email.