

Head- Finance, IT, HR & Admin

Job Title	Head- Finance, IT, HR and Admin
Department	Operations
Level	Level 4 (Head)
Location	Delhi
Reporting Manager	CEO
Reportees	<ul style="list-style-type: none"> • Incharge- Accounts, Budgeting, Control • Incharge- Banking, Treasury, Tax, Auditing, Reporting • Incharge- IT • Incharge- HR • Incharge- Administration



About SaveLIFE Foundation:

SaveLIFE Foundation (SLF) is a non-profit organisation committed to saving lives on roads in India. We have been recognised as the Best NGO in India by the Rockefeller Foundation and are a recipient of the prestigious Prince Michael International Road Safety Award. We partner directly with the government, industry, and local communities across India to make the most dangerous roads safer.

Road crashes kill over 1.3 million people globally each year. India holds the dubious distinction of being the world's number one in road crash deaths, with at least 150,000 fatalities and over one million serious injuries per year. Most victims come from extremely poor backgrounds. Road crashes have emerged as the number one cause of death for Indians in the age group of 15-45, dealing a crushing blow to the nation's productivity and a loss of 3% to our GDP each year - an amount that can eradicate hunger from India, twice over each year. Tragically, road crashes in India are also one of the biggest causes of death for children under age 14, with over twenty fatalities each day, mostly in the vicinity of schools.

SLF operates at the intersection of policy-making and grassroots impact. We are best known for getting India a Good Samaritan Law that encourages bystanders to help critically injured persons on the road, expected to save 50% lives otherwise lost to preventable injuries. Most recently, SLF has delivered an astounding 52% reduction in fatalities on the Mumbai-Pune Expressway, and a reduction of 69% on in fatalities on the Old Mumbai - Pune Highway (NH-48) through a combination of measures ranging from improved road engineering to technology-driven traffic enforcement to optimised trauma response – the Zero Fatality Corridor (ZFC) model.



Role Overview:

This role would oversee end-to-end management of functions namely – Finance & Accounts, Information Technology, Human Resources and Administration at SLF. S/HE would be accountable to set-up appropriate systems, processes and policies, ensure due implementation and compliance to the set processes / policies. The incumbent would provide required direction, support and facilitation to the team members so that the processes are executed in the most effective way.

This role should also ensure through management of the above areas, maximum compliance, adequate control and minimum risks to the business of SLF.



Key Responsibilities:

(1) Finance & Accounts

Strategy & Planning

- Understand the Vision, key purpose, plans and priorities of SLF and identify their implications on Finance & Accounts areas
- Make the annual/quarterly/monthly budget with collaboration & inputs from other departments
- Ensure strict monitoring and control of all expenditure and adherence to Budget
- Analyse regularly the metrics / financial ratios and apprise the top leadership about the financial health of the organization
- Identify opportunities for cost control and facilitate the other functions to work under financial discipline

Operational responsibilities

Finance, Accounts & MIS

- Manage all accounting transactions as per standard processes ensuring timeliness and highest level of accuracy
- Supervise reportees to get required activities done as per set standards and in the most effective and efficient manner
- Keep control on all Accounts Payable (AP) & Accounts Receivables (AR) and maintain optimum working capital levels
- Ensure timely preparation of monthly accounts statements and reconciliation
- Prepare the reports (MIS) as required by the top management and the Board
- Strive to achieve minimum cost of operation through judicious control over all expenditures, leveraging opportunities of cost-saving, facilitating other functions to identify and save costs

Taxation

- Ensure Tax deductions as applicable on all payments
- Ensure timely submission of all Tax returns
- Be aware of changes in Tax rules and implement the same

Payroll

- Ensure timely processing of employee payroll and conduct all required steps for the same
- Comply with tax deductions as applicable for employee salary
- Provide Payroll and Tax related documents to employees as required

Audit, Compliance, Legal

- Facilitate completion of statutory audits
- Address all queries/requirements of Auditors/regulatory authorities /Board
- Ensure minimum findings in Audits and timely closure of Audit findings
- Be the custodian of all commercial contracts executed by the organization with various parties including suppliers, and all service providers
- Supervise and monitor all legal (court cases by/against SLF) & secretarial activities

Process Improvement, Learning & Development

- Take initiative to establish best practices in the given areas as required for the organization
- Make maximum use of Technology in the departmental processes

- Actively participate in organization initiatives to drive organization development, employee engagement, etc.
- Adhere to timelines for monitoring and review of performance parameters and provide feedback to the team
- Take responsibility for capability development of self and team members

(2) Information Technology

- Understand the need for setting up critical IT Policies regarding Usage of IT assets, Information Protection, IT Security Ethical use – Do's & Dont's, etc.
- Identify, negotiate and execute the Contract for assets – supply, maintenance, etc.
- Guide and oversee Incharge – IT to manage employees' software and hardware related requirements, data security, etc.
- Manage the IT cost of the organization

(3) Human Resources

Strategy & Planning

- Conduct HR Planning exercise with the Leadership & Senior Management annually or at shorter interval, as required, to map out the Structure, Manpower Numbers, HR Cost, Talent gaps (if any) etc. as well as critical HR interventions for the whole year / set time- cycle
- Finalize, in alignment with the Heads of Department, a Recruitment Plan for the next few months and repeat the exercise at defined frequency

Operational responsibilities

Talent Acquisition

- Ensure that suitable Recruitment and Selection Process and Policy guidelines are drafted and implemented at SLF
- Ensure that the Incharge – HR processes Recruitment Requisitions from different departments as per defined process
- Facilitate the recruitment and selection process till finalization of candidate and fixation of Salary in discussion with the CEO
- Oversee the onboarding and Induction process as conducted by Incharge – HR
- Keep track of the Hiring Plan, Lead time of hiring and other metrics

Leave & Attendance

- Ensure employees attendance is recorded on system
- Oversee that Incharge – HR keeps track of all leave in the Leave Management System and attendance & leave records are provided to Accounts for Payroll

Performance, Rewards & Employee Engagement

- Provide overall supervision and guidance to the Incharge – HR and HoDs to execute annual performance management process through - timely goal setting, reviews & ratings, feedback and salary increments
- Work with HoDs to plan Performance Improvement Programs for identified cases
- Work with the top management / advisors to develop a competitive compensation & benefit structure and rewards & recognition program for the company
- Facilitate HoDs and Incharge – HR in implementing the employee benefits and Rewards & Recognition Program
- Encourage the team to plan & execute different employee engagement activities
- Handle employee queries and grievances by self or along with Senior Management

Exit Management

- Keep track of resignations and conduct / facilitate interactions with resigning employee to understand the reasons of exit
- Establish a robust exit management process and oversee completion of exit formalities
- Manage legal and disciplinary cases by working closely with the HoDs / Legal Counsel & CEO
- Be responsible for overall people development by means of various initiatives like training sessions, on-the-job training, job rotation etc.
- Establish the process for training needs identification and ensure that training programs are linked to the needs identified
- Provide guidance and direction to the training team to coordinate & facilitate training programs in order to develop a highly efficient and functional workforce

(4) Administration

- Oversee the “Incharge – Administration” and conduct activities related to Office Maintenance, Security, Housekeeping, Employee Safety & Hygiene etc.
- Be the custodian of all Contracts for administrative jobs
- Guide Incharge – Admin to handle any issues at Office premise / local authority
- Manage the administrative cost of SLF

**Any other additional responsibility could be assigned to the role holder from time to time. The same would be discussed between the incumbent and reporting manager*



Role Specifications:

Education

- CA (preferred)
- CMA
- Master of Commerce / MBA (Finance)

Experience

- Minimum Experience in Finance/Accounts roles – 10 Years
- Must have at least 2 years of experience in heading the department at a small organization or a vertical within F&A in a large organization
- Experience of handling HR, Administration and IT for 1-2 years is required
- Working experience on MS Office and Accounting ERP suite
- Experience in not for profit organizations is preferred

Key Behavioural attributes

- Team Leadership
 - Motivate People
 - Delegate and Monitor
 - Foster Teamwork
 - Develop People
- Execution Focus
 - Building Trust & Relationships
 - Impact & Influence
 - Planning & Organizing
 - Communication
- Learning Focus
 - Learning Orientation
 - Analytical Thinking

- Adherence to Core Values of SLF
 - Dependability
 - Integrity
 - Mutual Respect
 - Spirit of Public Service
 - Leadership
 - Excellence



How to apply: Interested candidates can apply for this position by clicking on the following link and submitting their application. <https://forms.gle/hwCmi5KT2mg6JU558>