

About Us :-

Committed Communities Development Trust (CCDT), founded in 1990 is a NGO based out of Bandra, Mumbai working with the marginalized and vulnerable communities across Maharashtra, with key intervention Programmes in Child Protection, Maternal and Child Health and Nutrition and Adolescent/Youth Empowerment.

Aligning its initiatives with 6 Sustainable Development Goals (SDG) set down by the United Nations, CCDT works to make the interventions impactful, working together with Government Departments, ICDS, Nutrition Mission, Municipal Corporations, Anganwadi and Health Posts to achieve scale and results.

Visit Us :- www.ccdtrust.org

Job Description: Head - Finance

The Head – Finance is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Head Finance must ensure the efficient application of proper accounting standards; lead the account closure activities and ensure the reliability and integrity of financial management information systems and reports. S/he will be responsible for supervising staff and responsible for managing a team to ensure that work is properly allocated and completed in a timely and accurate manner. This position will have contact with senior-level Attorneys and CCDT's Directors which requires strong interpersonal communication skills both written and verbal.

Key responsibilities:

- Oversee the creation of annual, quarterly, and/or monthly budgets and cash flow forecasts and co-ordinate the annual budgeting process, in collaboration with other departments and projects
- Supervise the treasury and cash flow functions, ensuring the cost-effective and efficient deployment of cash and resources.
- Align the cash flow and budgets in line with the Strategy of the organisation.
- Design and monitor company procurement procedures and manage the procurement process;
- Manage the company's fixed assets, inventories, leases and contracts;
- Provide support to Projects during Annual Planning and Budget preparation and forecasts, and develop analytics for effective review of budgets
- Support in preparing and reviewing budgets at proposal development stage and during implementation of Funded projects
- Adopt appropriate Internal Control processes at all levels of activities throughout the

organisation.

- Ensuring timely reports to Donors/Stakeholders and co-ordinating with them on their queries related to the same and audit compliance of donation/grant funds utilization
- Developing a strong Management Information System (MIS) and ensuring timely reporting to the Board
- Ensuring statutory compliance on all activities –Direct and Indirect taxes, FCRA, labour laws
- Fulfill all statutory and regulatory reporting requirements;
- Liaise with internal and external audit teams and oversee the compilation and completion of required data.
- Mentor and coach finance and accounting staff and provide guidance to them to be successful in their roles

Required Qualifications, Skills and Competencies:

- Qualified accountant (ACA or MBA Finance) with at least 8 years of relevant, professional experience out of which atleast 3 years must be in the NGO Sector. This is a mandatory requirement.
- Good knowledge of financial and accounting systems, financial reporting, internal audit, and administrative management
- Conversant in cost control measures
- Experience in handling Internal and External Audits
- Detail oriented and extremely organized
- Experience in implementing financial control systems and ensuring statutory compliances including Income Tax Returns, Charity Commissioner filings, FCRA and Labour Law related compliances
- Adept at using Excel ,Tally and other Microsoft Office applications
- Excellent written and spoken English skills
- Training/capacity building and management skills and experience
- Results oriented; commitment to quality and efficiency and meeting deadlines
- Flexible attitude towards changing priorities and ability to multi-task
- Strong team player
- Excellent interpersonal and relationship building skills
- Knowledge of tax laws, GST, tax reporting standards, payroll laws and regulations is a must

Remuneration:-As per industry standards

Kindly apply with your updated Profile in a word format along with the following details:

- Total years of experience
- Current CTC
- Expected CTC
- Notice Period

- Skills Expertise
- Professional references Two (Name, Designation, Organization & Contact)

Contact:-Email us your resume on hr@ccdtrust.org latest by September 17th