

Position	Assistant Manager - Reporting & Compliance
Reporting	Manager - Finance and Accounts
Location	Mumbai - Andheri (Marol)

About the role:

We are looking for an experienced Assistant Manager, to undertake all aspects of regulatory and financial reporting, budget and forecasts.

1. Cash flow and treasury management:

- Review/Analyse budgets and cash flow forecasts
- Prepare and analyse the Donor Utilization Reports on a monthly basis.
- Ensure funds are received from Donors as per Agreement

2. Risk and compliance:

- Ensure compliance with Ministry of Corporate Affairs and other relevant bodies as applicable.
- Ensure statutory compliance on all activities - Taxes, Shop and Establishment, labour laws etc
- Ensure compliances-Policies and Process
- Legal agreements and MOUs are vetted.
- Review Donor's due diligence and contracts. Comply with financial due diligences, and audit requirements from donors.
- Preparation of regulatory reporting
- Assist in establishing policies, and operating procedures.

3. Internal and external audit:

- Liaise internal and external audits
- Compilation and completion of required audit data.

4. Any Other Assignment given as and when required.

Skills Required

- 8+ years of work experience in the financial domain.
- Master Degree in Finance or Accounting or CA.
- Ability to think strategically and make decisions.
- Has an eye for detail.
- Excellent communication skills in English and Hindi.
- Ability to multitask

Applications to be sent via email to skandalgaonkar@tnsif.org with Subject line "Assistant Manager - Finance and Accounts"