

JOB DESCRIPTION

Position: Finance Manager
Job Location: Dehradun
Reporting to: Chief Executive Officer
Experience: Person should be a CA/CA inter degree holder, or Degree/diploma in Finance, 3-5 years prior full-time experience in Budgeting, Expense, Cash flow and Compliance Management, with experience in handling profiles of NGOs/Trusts and similar preferred.
Details: Full-time position for a minimum of one year. Starting salary: Rs. 30,000 p/m CTC. Waste Warriors is an Equal Opportunities Employer.
Application Procedure: Applications should be submitted via our Google Form. Email applications will not be accepted. Only shortlisted candidates will be contacted for an assignment and 2 rounds of interviews.

Introduction

Waste Warriors is a registered society and non-profit solid waste management NGO, working in Dehradun, Dharamshala, and around the Corbett National Park region. We work through a combination of direct action, public awareness-raising, community engagement initiatives, and long-term partnerships with govt bodies. We are currently recruiting a Finance Manager who will head the finance department of Waste Warriors Society.

Duties & Responsibilities of the Finance Manager

1. Maintaining the financial health of the organization.
2. Providing financial reports and interpreting financial information to managerial staff while recommending further courses of action.
3. Creating and managing Financial SOPs for the organisation.
4. Managing budgets, expenses, salaries and reimbursements for all employees.
5. Managing compliance (legal and financial), deadlines for taxation (TDS/GST) and audits (internal and external) along with any other possible compliance needs.
6. Advising on investment activities and provide strategies that the company should take.
7. Working closely with the CEO and the team to ensure grant/fundraising proposals are financially consistent and accurate.
8. Document and monitor all income and expenditures for all projects.



A Successful Candidate Will Possess:

- A degree/diploma in Finance with 3-5 years of work experience.
- Experience in Budgeting, Expense, Cash flow and Compliance Management.
- Strong communication skills with fluency in English and Hindi.
- Proficiency in Google's G-Suite apps (Google Spreadsheets, Docs, Drive etc), MS Office (Excel, Word, Powerpoint), intermediate IT skills, knowledge of advanced finance software systems.
- A genuine interest in the social sector and is passionate about the environment and a cleaner India.
- A basic knowledge of waste management and be eager to learn more. (Preferred)
- Experience in using Tally and related tools.
- Understanding of compliances for non-profit organisations.

Key Skills & Attributes:

- Quick learner and quick thinker.
- Strong financial acumen with an attitude towards increasing efficiency and organisational output.
- Strong critical thinking and problem-solving skills.
- Capacity to develop and implement a robust strategic vision for the finance department and ability to communicate that effectively to all members of the organization.
- Strong written, presentation, and listening skills.
- Ability to work under pressure and takes initiative.
- Ability to relate to people at all levels.
- Have a positive and "don't give up" attitude.

Start Your Application on our Google Form:

www.tinyurl.com/WWJob

For additional information, contact:

Waste Warriors Society

Email: hiring@wastewarriors.org