

## **Vacancy for Chief Finance & Administrative Officer at Anusandhan Trust**

Anusandhan Trust is a public charitable trust registered under The Maharashtra Public Trust Act, 1950 and The Foreign Contribution Regulation Act, 2010. Anusandhan Trust governs two institutions namely: CEHAT (Centre for Enquiry into Health and Allied Themes): the research centre of Anusandhan Trust and SATHI (Support for Advocacy and Training in Health Initiatives): the action centre of Anusandhan Trust which are based in Mumbai and Pune respectively.

### **Minimum Requirements:**

- A law graduate with good hold over compliances under applicable statutes for public charitable trust registered in Mumbai and relevant labour laws. Commerce background essential.
- Well versed with Tally ERP 9 software and able to handle finance and accounting functions efficiently.
- Good command over English and working knowledge of Marathi with good drafting skills.
- Should have good communication and team management skills.
- Should be able to liaison with various government and compliance authorities.
- Minimum 12 years of experience in the relevant field and minimum 3 years of experience at the Chief Finance & Administrative Officer level.

### **Key responsibilities:**

#### ***Compliances and Statutory***

- Ensure timely submission of donor reports, filing of TDS and GST returns, organizational budgets, audited accounts to the Charity commissioner; I. T. returns to I. T. Commissioner and FC returns to FCRA authorities.
- Ensure compliance with agreements / contracts / MoUs entered into by the Trust.
- Oversee the preparation of all financial statements, invoices, proposals, etc as required.
- Manage all property related matters.
- Ensure account receivables and payables activities are performed accurately and timely.
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
- Manage cash controls as well as ensure book keeping up-to-date.
- Track investments and maintain relevant cash reserves.
- Ensure that financial transactions are properly updated and recorded.
- Advise Trust on financial, administrative and statutory matters from time to time.
- Set up reporting and monitoring systems between AT and both the office as and when required.
- Prepare statutory financial and legal documents related various authorities and donors
- Liaison with the Auditor, IT Dept., Charity Comm., authorities, Donors regarding Property, Vehicles, Rent, Shops and Establishment Act, Right to Information, etc. on legal and financial issues matter.
- To assist during enquiries, assessments and external audits conducted of AT.

### ***Finance and Accounts***

- Conduct periodic financial analysis and review of systems to identify and resolve issues, gaps or variances.
- Manage the preparation of balance sheets, income statements, expense reports, etc.
- Ensure data integrity in all financial reporting.
- Perform finance analysis, reporting and management tasks.
- Review financial, personnel and administrative paperwork and procedures and make appropriate changes.
- Guide the centres in budget preparation for the project proposal. Ensure that the budget follows the accounting structure followed by the Trust as well as the donors

### ***Other Management functions***

- Develop administrative, personnel and financial policies to ensure operational efficiency.
- Review and advise the Managing Trustee / Board of Trustee on all agreements entered by the Trust with donors, vendors, etc
- Guide, orient and keep the administrative and accounts unit of each centre abreast of developments as and when required.
- Facilitate and participate in fundraising processes of the Trust

### ***Secretary to the Trust***

- Preparing agenda and compiling related documentation.
- Writing minutes of the meeting.
- Assisting the Managing Trustee to execute functions between two Trust meetings.
- Advising the Trust on matters of compliance and finances.
- Coordinating dates of the meeting.

Salary is commensurate with qualification and experience between Rs. 1,00,000 to Rs. 1,71,000 monthly CTC. The salary includes social security benefits. This is a term-bound position extendable at the discretion of the Trust.

Interested candidates are requested to apply with detailed CV to: [recruitmentanusandhantrust@gmail.com](mailto:recruitmentanusandhantrust@gmail.com)

Last date for receipt of applications: **5<sup>th</sup> May 2024**