



Senior Manager - Finance

About Ummeed:

Ummeed is one of India's premier non-profit organizations providing family-centred care to children with developmental disabilities and their families. We believe that all children with developmental disabilities can be included in society and reach their maximum potential, if given the chance.

As an organization with a workforce of over 90 committed professionals, Ummeed's transdisciplinary approach works towards:

- Supporting children in overcoming their disabilities through direct clinical services and helping families in their journey towards acceptance and empowerment
- Building a network of trained professionals and community workers who can prevent, diagnose, and manage developmental disabilities effectively

The team at Ummeed is a diverse group of highly passionate, motivated and talented individuals. Ummeed offers its team members opportunities to grow professionally and personally, inculcating and reflecting a strong culture of supervision and mentorship, and providing an invigorating space for continued learning.

About the Position:

Ummeed was set up in 2001 as a section 25 company and is now in its 18th year of operations with an expected Balance Sheet size of Rs. 12 crores in the current year. The workings of the Finance & Accounts department reflect this growth and the team will continue to play a pivotal role in Ummeed's growth plans.

The Senior Manager - Finance will be responsible for overseeing the finance and accounting functions and financial reporting to Ummeed's Board, senior management and donors. Additional responsibilities would be to ensure compliance with relevant statutes and regulations. The position will require mentoring and supervising the Finance team to meet the increased demands of the department. The incumbent will also need to liaise with Ummeed's bankers, auditors and counterparts at donor organizations.

The Senior Manager - Finance will lead a team of three and will work closely with the CFO to articulate and execute the strategy for the department and the team and set standards of excellence.

Primary Responsibilities:

1. Understand the Accounting and Finance system at Ummeed and suggest ways of improving efficiency of the department
2. Implement systems and processes to ensure timely, accurate and adequate financial reporting to Ummeed's senior management, Board and Donors
3. Liaise with other teams within Ummeed to facilitate compliance with financial policies and procedures
4. Oversee and ensure compliance with all applicable statutes like Companies Act, Income Tax Act, FCRA

5. Lead the team during the statutory and internal audits and ensure compliance with audit findings
6. Lead the effort for finalization of Annual Accounts and Annual Report
7. Interact with other departments to understand their needs and requirements of accounting information
8. Assist in preparing department and organization budgets and other management information reports
9. Lead the team and mentor team members for career progression.

Minimum Qualifications:

Commerce post graduate or other relevant professional education with 8-10 years of relevant experience of which at least 3-4 years should be in the not for profit sector

Essential Skills Required:

- Expertise in financial accounting and analysis
- Understanding of applicable laws and statutes
- Proficiency in Tally ERP 9 and in MS Excel
- Excellent inter personal and analytical skills
- Ability to take responsibility for the finance and accounting function with integrity
- Ability to mentor team members to enhance their skills and work towards careers progression
- Team management and supervisory skills including decision making skills
- Effective verbal, listening/ communication and presentation skills

Reporting to: CFO

The above is a full-time position involving 8 hours per day/40 hours a week. We encourage parents of children with disabilities to apply.

Candidates meeting the criteria may email their updated resumes and a writing sample to careers@ummeed.org.