

POSITION: HEAD-Finance

LOCATION: Mumbai

DESCRIPTION:

The Head Finance role acts as the finance partner to the Leadership team, provides counsel on all finance matters and ensures that finance goals are aligned with Bright future's strategic plans and programs. The role also requires to work collaboratively with the CEO and other Bright Future employees to deliver accurate consolidated financial reporting; effectively managing all financial tasks, overseeing budgeting and accounting etc.

RESPONSIBILITIES:

Strategic Finance:

- Ensure accurate financial management and oversight to guarantee that Bright future secures needed funds, stays within the trustee approved budget, and effectively protects assets.
- Coach & provide advice / guidance to the organization on matters of investment, capital structuring, financial analysis and expense control
- Plan and reduce cost where-ever necessary
- Lead the finance team at Bright Future, ensure delivery through team members and support their individual development
- Ensure that Bright Future maintains relations with funders and all funds received are accounted and acknowledged
- Work with external vendors and maintain professional relations with them to ensure timely delivery of services and payments
- Setting up Internal Financial Control and SOP's with regards to financial transactions and its Integration with various other functions such as Fund Raising, HR, Procurements, Operations, Program Delivery and Self Sustainability
- Participate in all internal planning regarding Organisation's proposed program expansion, to ensure alignment of program, outreach and training plans with financial projections
- Keep up with new trends in the financial industry by attending conferences, participating in professional development and sharing this information with the senior leadership team;
- Build a top-tier internal finance team by actively recruiting, training and developing talented accountants, analysts, consultants, auditors, tax planners and payroll staff, as needed.

Financial Planning and Analysis:

- Oversee regular financial planning reports and ensure regulatory compliance regarding all financial functions
- Design optimal capital structure, develop and implement strategies to ensure financial flexibility at all times
- Assess organizations' performance against annual budget and organizations long term strategy
- Review financial reports such as budget sheets to analyze actual utilization figures vis-à-vis budget projections across all organization's parameters.
- Plan and monitor the organization's fundraising plans and capital structure
- Ensure optimal utilization / investment of funds and outcomes from investment opportunities
- Study trends, recommend prospects for future growth and estimate requirements for funds
- Provide overall supervision to the finance department and be the chief financial spokesperson for bright future
- Manage capital allocation and budgeting process
- Provide strategic direction in annual budgeting exercise, result analysis, performance & risk reports
- Ensure Accounting, reporting and filing of returns on specific time period

Systems and Processes:

- Build on existing systems & processes and ensure implementation
- Work on standardization of all processes – tax, auditing, budgeting, reporting etc.
- Facilitate Internal & External Audits. Ensuring that the organisation is compliant with all internal and statutory audits
- Strengthen reporting, budget tracking functions by improving data quality and by further automation

COMPENSATION:

Best in the industry

REQUIRED QUALIFICATIONS AND EXPERIENCE:

Qualifications: Degree or equivalent in any discipline, preferably with a further post-graduate (MBA or equivalent in finance) and/or professional qualification (CA/M.Com./ICWA)

Years of Experience: 10+ years of experience in ideally education sector / broader service industries/NGOs. We will also selectively consider seasoned managers from other sectors. Recent or current experience, of having led a full array of financial functions including fund raising, working capital management, capex management, corporate finance, control, audit, financial planning and analysis

REQUIRED KNOWLEDGE:

- Proficient in Technical skills specific to Finance and Accounting, Economic and accounting principles, practices and laws
- Banking and financial analysis and reporting
- Very strong knowledge of applications like Excel and Tally
- Statutory compliances and reporting structures
- Constantly abreast with industry's' accounting, tax, audit, reporting secretarial developments

REQUIRED SKILLS:

- Excellent communication and soft skills
- Content drafting and presentation skills
- Leadership experience and Team Management Experience- should have managed and mentored teams
- Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment.
- Ability to represent the organization to vendors, the public, government, and other external sources like Banks