

Position – Finance & Compliance – Sr. Associate

Location – New Delhi

About Organization

The Organization is to help create a public health system that consistently delivers products and solutions with scale, appropriate speed, and quality, backed by supportive policy and funding. The current programs focus on Maternal and Child Health and Nutrition. The rationale to address maternal and child health goes beyond improving and saving lives. Better health outcomes for a country have a broader economic impact by contributing to poverty alleviation and economic growth.

Key Responsibilities

- Ensuring the organization is in compliance with various filings to FCRA/RoC/Income Tax/ Provident Fund/ GST, MHA and other statutory organizations. Working closely with the auditors and lawyers on various filings.
- Timely calling of board meetings, drawing up agenda, minutes and filings to various authorities as may be required.
- Ensuring and maintaining various company policies as may be required from time to time to be compliant.
- Handling Finance & Accounts Department independently from maintaining and overseeing books of Accounts up to finalization of Balance Sheet and preparation of Financial statements.
- Ensuring payment of taxes on time (PF, GST, TDS) and other statutory compliances.
- Maintenance & overseeing FCRA bank accounts/ grants and day to day accounts along with FCRA statutory filings. Following up on various amendments on the FCRA rules, regulations and statutory filings.
- Working with various program managers/core team in preparing various budgets, MIS, Utilizations certificates and other reports for Donors, sponsors and management as and when required.
- Overseeing entire payroll system, timely disbursement salaries including calculation and deduction of income tax.
- Overseeing filing of TDS Return on quarterly basis, GST calculations, Bank Reconciliations
- Overseeing completing various audits (Statutory Audit, half yearly & external audits by Donors)
- Coordinating with various Bankers
- Keeping a track of revenue generation and expenses on monthly basis.
- Overseeing reconciliation of budget v/s actuals for various grants & corporate funds
- Preparing details for Income Tax assessments, scrutiny and other matters.

The position reports to the Director Operations & Senior Management

Education qualifications: CA & CS with 5-8 years of experience

Interested candidates can mail your resume at contact@peopable.co.in with subject line “**Applying for Finance & Compliance Sr. Associate**”