



Aspire. Achieve. Be the Change

The Akanksha Foundation is a non-profit organization with a mission to provide children from low-income communities with a high-quality education, enabling them to maximize their potential and transform their lives. Akanksha works primarily in the field of education, addressing formal education by initiating school reform through its School Project. Currently, Akanksha reaches out to the 7000 children through its 21 schools in Mumbai and Pune.

Position: Sr. Associate Finance/ Assistant Manager- Finance & Compliance

Function/Team: Finance & Compliance

Location: Mumbai

Compensation: Based on skill sets, experience and sector standards

Position Summary: This position is based in Mumbai and the position directly reports to the Chief Financial Officer. The position works in close coordination with Senior Manager –Finance, Manager – Finance (Mumbai & Pune) and the Fund raising division.

Reports to: Senior Manager- Finance

What your role will entail:

- Ensure Income documentations per legal requirements and data as per organization requirements are maintained
- Responsible for Internal Audits. Manage independently all the internal audit requirements and ensure the recommendations are implemented
- Ensure internal controls are in place. Regular review of General ledgers and supporting documents to ensure accounting process as stated in the manual is implemented.
- Support in finalization of accounts.
- Ensure all organizational compliance requirements are submitted on time.

- Manage Statutory payments and returns i.e TDS, PF etc.
- Liaise with external stakeholder with respect to compliance requirements
- Any other task as assigned by the CFO as per organization need

What you need for this Position-

Experience:

- 2-5 years of relevant experience desired

Skills:

- Strong time management and organization skills
- Great attention to detail and accuracy
- Ability to coordinate with diverse stakeholders(Internal and Vendors)
- Excellent verbal and written communication skills
- Highly motivated, persevering, achievement-oriented attitude
- Proven ability to work as part of a team as well as Independently

Education:

- Post Graduate / Bachelor of Commerce
- 2-3 years of working experience with chartered accountancy firm
- Statutory / Internal Audit experience with NGOs/Corporates
- Communication Skills

If interested to apply for the above mentioned position, please drop your resumes @ urvisha.jain@akanksha.org OR krati.tolani@akanksha.org .