

Toybank is registered as The Opentree Foundation and was founded on 15th of August, 2004.

Our interventions focus on development and learning through play. We aim to provide safe and happy spaces for at-risk children who are otherwise mostly subject to negative environments. By setting up Play Centers, our long-term goal is to be able to provide early childhood development through games and toys and helping level the playing field from early stages of life.

Vision - A world where all children are empowered through healthy play.

Job title	<i>Manager – Finance</i>	<i>May 2019</i>
Reports to	<i>Director – Finance & Systems</i>	<i>May 2019-20 – Organogram</i>

Job purpose

Reporting to the Director of Finance, the Finance Manager leads all day-to-day accounting operations, with functional responsibility for accounting, accounts payable, payroll, and grants administration. Responsibilities also include production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; and administration of a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company’s reported financial results, and ensure that reported results comply with generally accepted accounting principles, adhere to grants management standards, and result in flawless audits. The Finance Manager supervises the Accounting and HR Associate in the areas of benefits administration, new-hire onboarding, and other related functions.

Your Role

As a person in this position, your responsibilities will include:

Reporting Responsibilities:

- Assist in issuing timely, accurate, and complete financial statements for all levels, including Board of Directors, executive, and management
- Coordinate the preparation of financial information in the corporate annual report
- Recommend and report upon benchmarks against which to measure organizational performance
- Calculate and issue financial and operating metrics
- Assist in production of cash flow reports, annual budget, and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide for a system of management cost reports
- Provide financial analyses and models as needed, in particular for capital investments, pricing decisions, and contract negotiations

Transactional Responsibilities:

- Drawing up of the final accounts and ensuring completion of audits with internal and external auditors
- Follow up on FCRA application, obtain approval through timely and appropriate follow up and liaising.
- Ensure compliance with FCRA, Taxation and other charity-related laws of Society by acting as the link between the lawyers, tax consultants, FCRA (Foreign Contribution Regulations Act) advisors
- Line management of office support staff (1-2) and oversight of their logistical and administrative activities
- Supervise the accountant to ensure accurate booking in Tally

Management Responsibilities:

- Provide leadership to finance and accounting areas of the organization
- Provide useful financial insights to help make better decisions about formulating and executing strategy, and provide guidance and analysis to executive and operational management to improve results
- Prepare a variety of ad hoc financial scenarios as requested

Qualifications

In order to carry out this work, it requires the following minimum qualifications.

- A degree in Accountancy, CA or MBA - Finance
- 3 years- or more experience in Development Sector
- Knowledge of financial management and compliances for NGOs
- Proficiency in Finance and Accounting related work with a sound understanding FCRA requirements.
- Management account and audit experience are expected.
- Good Excel skills
- Proactive, hands-on manager who will own, in partnership with the Finance Director, responsibility for the Finance Department
- Strategic thinker who possesses solid business acumen and is able to organize and manage multiple priorities
- Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
- Proven ability to make complex and time-sensitive decisions in the best interests of the organization.

While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management.

Please email your application mentioning the post applied for to careers@toybank.org