

<b>Job Title</b>	Finance Manager	<b>Salary Range</b>	INR 40,000/- month
<b>Location</b>	Delhi	<b>Position Type</b>	Full Time
<b>No. of Position</b>	1	<b>Reporting to</b>	Director
<b>Travel Required</b>	Yes	<b>Job Category</b>	Mid Level

## About LIFI

Learning Initiatives for India (LIFI) is on a mission to create a sustainable ecosystem for children who have been excluded from the school system. Our vision is simple yet profound: पढ़ेगा हर बच्चा, बढ़ेगा हर बच्चा (Every child thrives): Access, Learn, Retain, Educate!

Through the Leadership and Development in Urban & Rural India Fellowship (LeAD UR India Fellowship), we empower Community Teacher Leaders (CTLs) to transform the lives of these children by connecting them to formal education, vocational training, or open schools. Together, we're reimagining learning for every child in India.

## What We Need From You

The Finance Manager will play a critical role in ensuring financial health, compliance, and transparency for LIFI. He/She will oversee financial systems, statutory compliances, payroll, and budgeting while supporting program execution through effective financial planning and reporting. This position is ideal for a finance professional passionate about making a difference in the non-profit education sector.

## Key Responsibilities

### Financial Management & Accounting

- Develop and manage accounting systems, including monthly maintenance of books of accounts.
- Ensure timely and accurate data entry of vouchers, review bills and vouchers, and verify compliance with supporting documentation.
- Reconcile bank statements monthly and maintain relationships with banking partners.
- Prepare periodic financial statements, including Balance Sheet, P&L, and Cash Flow, ensuring alignment with management requirements.
- Oversee annual account closures and coordinate with statutory auditors for finalization of financial statements.

### Budgeting and Reporting

- Assist in financial budgeting and resource allocation decisions.
- Monitor budget variances and prepare financial analysis for senior leadership.
- Create and submit financial reports to support strategic decision-making.

---

## Payroll Management

- Design tax-friendly salary structures for employees, ensuring compliance with local regulations.
- Prepare and process monthly payroll, compute tax deductions, and issue salary certificates.
- Maintain payroll records and provide periodic MIS reports related to payroll.

## Statutory Compliance

- Ensure compliance with FCRA, 80G, 12A, and other statutory requirements.
- Manage TDS calculations, deposits, and quarterly filing of returns.
- Oversee PF and ESIC compliance as applicable.
- Handle MCA filings, including annual returns, minutes, and resolutions.

## HR and Policy Development

- Support the development of HR policies and procedures, including leave and attendance management.
- Maintain employee records and ensure compliance with labour laws.

## Stakeholder and Community Engagement

- Foster relationships with key stakeholders, ensuring financial transparency and alignment with organizational values.

---

## Core Competencies and Values

- Commitment to children and youth development.
- Integrity, transparency, and respect for diversity.
- Open to learning, adaptability, and flexibility.
- Excellence in execution and critical thinking.
- Empathy and curiosity for nuances within the social impact space.

---

## Key Skills You'll Bring

- Strong financial acumen and ability to micromanage.
- Proficiency in Tally, Google Drive, and ERP systems.
- Expertise in report writing (Hindi and English).
- Strong communication and stakeholder management skills.
- Data-driven decision-making and envisioning skills.

---

## Required Knowledge Areas

- Financial policies for Section-8 companies.
- FCRA, 80G, 12A compliance, and other regulatory frameworks.
- Budget variance analysis and bank reconciliation processes.
- HR files management and payroll accounting systems.



पढ़ेगा हर बच्चा, बढ़ेगा हर बच्चा !  
हर घर टीचर !

---

## Preferred Qualifications

- Bachelor's or Master's degree in Finance, Commerce, or related fields.
- 2+ years of experience in financial management, preferably in the non-profit sector.
- In-depth knowledge of statutory compliance and corporate governance.

---

## What Success Looks Like

- Accurate and timely financial reporting, enabling data-driven decision-making.
- Compliance with statutory regulations, ensuring smooth audits and organizational transparency.
- Streamlined payroll processes and HR policy implementation.
- Strong stakeholder relationships that reflect LIFI's commitment to integrity and simplicity.
- Efficient budgeting and resource allocation supporting program delivery.

---

## To Apply

If this role excites you, please apply through this link your application, along with your LinkedIn Profile or an updated resume.

Applications will be reviewed on a rolling basis. Please ensure your resume link is set to "anyone with the link can view."

---

## Ready to Build Financial Foundations for Change?

Join us as a Finance Manager, where your expertise in financial systems, compliance, and stakeholder engagement will drive impactful education programs. Together, let's transform the future of learning!