



If you are excited by the possibilities of
near-term impact
working close to the field
working on an emergent program design

Then apply with **complete resume and a covering letter**
recruit@gubbachi.org.in

Gubbachi is looking for a **Finance Head in Bengaluru**.

About Gubbachi

Gubbachi is a not for profit organization working for

- developing strong foundational learning of 1350+ *underserved migrant children across 9 Government schools and 3 bridge learning centers*; and
- empowering 18380 *families across 30 migrant communities* for identity documentation, financial, social and health access.
- Gubbachi is *backed by Institutional Donors and Corporates* for its multi year programmes.

We appreciate your interest in Gubbachi as your desired place to work. We look forward to welcoming social change practitioners into our fold.

To learn more about us, visit <https://www.gubbachi.org.in/about-us>

About the Role and Requirements

Role: Finance Head/Controller

Type: Full Time

Location: Bengaluru (Sarjapur Road)

Reporting to: Director Operations

Date of Joining: Immediate

Remuneration : Commensurates with experience

The selected person will be **Driving Growth & Financial planning** and work closely with the resource mobilisation team on **funding strategy**. The person will act as a **Key Advisor to the Board of Directors on financial matters**.

- 8-10 plus years of experience in Finance & Accounting out of which 3-5 years in a senior role leading a team.
- Proven expertise in Financial planning, analysis and management.
- Experience in the Social Sector is preferred but not mandatory.
- Willingness to learn, advise and implement new regulations relevant to the Social Sector.
- Ability to explore and implement initiatives like Social Stock Exchanges and FCRA.
- Total comfort and full understanding of Tally and willingness to implement Automation through tools to ease operations and reporting. High Proficiency in tools like Excel and Google sheets
- Comfort in working with diverse stakeholders
- Strong Verbal and written communication
- Comfort in working with some degree of ambiguity and absence of perfect information.

Skills and Knowledge Requirements

1. Expert Finance & accounting knowledge

- Fully conversant with the laws, rules & regulations relevant to NGO's, including but not limited to Section 8 companies under Companies Act, Guidelines of ICAI on accounting standards, Income tax rules, FCRA requirements and reporting, Section 12AA, 80G, etc.
- Manage Expense allocations across the programs and donor projects
- Manage Statutory and Donor audits and ensure all compliances are met as per the statutory requirements.
- Oversee all accounting, financial reporting and compliance functions in a timely manner

2. Budgeting, reporting, MIS.

- Drive strategic and operational budgeting, forecasting and monitoring process across the organization.
- Own end to end financials of the donor grant cycle- from Budgeting to Forecasting to Utilisation reports within the scheduled timeline
- Prepare project level expense projections in collaboration with the respective internal stakeholders
- Lead development and provision routine and ad hoc analytic reports to the senior management team and to the respective program leads
- Run variance analysis and provide insights to the respective program/ function leads in order to deliver business insights and enable decision making.
- Lead the accounting team and partner with the programs to timely book closure and reporting

3. Compliances/ Secretarial and Audit

- Overview of the Secretarial compliance as required by the Companies Act
- Overview of all compliances relating to PF, ESI and TDS
- Identify, evaluate and mitigate financial risks to the organization

Beliefs and Attitude

- Perseverance, Process adherence, detail oriented, energetic, self-motivated, independent.
- Values **collaborative** ways of working, both within teams and external stakeholders.
- Ability to **critically appraise** on-ground situations, plan and respond appropriately.
- Strong negotiation skills.
- Excellent written and communication skills in preferred language.

Qualifications and Traits

- Chartered Accountant or an MBA(Finance)/ relevant professional degree
 - Ability to work effectively in a multicultural and diverse environment.
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