

Job Opening

Job Title: Manager Accounts

Location: Dadar, Mumbai, Maharashtra 400028

Job Type: Full-Time

Reports To: CEO/Trustee

At Raah Foundation, we believe in 'philanthropy by design'—a philosophy rooted in change without charity. Rather than relying on aid, we emphasize community empowerment. We actively engage with the communities, drawing on their ancestral wisdom and collaborating with them to ensure each initiative is aligned with their true needs. This ground-up approach fosters local ownership, turning passive recipients into active participants, who take the lead in their own development journey. In doing so, we create lasting, sustainable change that is shaped and driven by the people themselves.

Summary:

We are seeking a diligent and detail-oriented Accounts & Finance Officer with 4-5 years of experience to join our organization. The ideal candidate will be responsible for managing financial transactions, ensuring compliance, periodical MIS, planning & budgeting, and supporting the overall functions in the organization.

Key Responsibilities:

- Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements.
- Manage the accounts payable process, including invoice verification, payment processing, and vendor reconciliation.
- Oversee the upcoming donations and plan the project utilization accordingly.
- Monitor and manage cash flow to ensure timely payments and fund utilization.
- Assist in the preparation and monitoring of budgets.
- Provide support in financial forecasting and variance analysis.
- Collaborate with department heads to gather and analyze budgetary information.
- Utilize accounting software (Tally ERP) for financial management and reporting

Supporting Responsibilities:

- Ensure compliance with state and central tax regulations like Income Tax, Bombay Trust Act, etc.
- Liaise with all types of auditors for smooth closure of audits.
- Conduct financial analysis to support decision-making processes.
- Conduct periodic reviews to ensure compliance with internal controls and policies.
- Support the implementation and upgrade of financial software.

Qualifications:

- Post Graduation's degree/Qualified Chartered Accountant in Accounts & Auditing related field.
- High level of integrity and ethical standards.
- 4-5 years of experience in accounting and finance roles.
- Strong knowledge of accounting principles and practices.
- Proficiency in accounting software (e.g., Tally ERP) and Microsoft Office Suite (Excel, Word).
- Certification of Data Analytical software like Power Bi, Google Dashboard, Tableau will be an addition.
- Excellent analytical and problem-solving skills.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.

Preferred Skills:

- Professional certification such as CPA, CMA, or ACCA is a plus.
- Experience in financial analysis and reporting.
- Familiarity with tax regulations and compliance.
- Knowledge of budgeting and forecasting techniques.

Working Conditions:

- Office environment with standard working hours.
- Occasional need for extended hours during peak financial periods.
- Limited travel may be required for training or professional development.

How to Apply:

Interested candidates should submit their resume –

✉ hr@raahfoundation.org