



Job Description - Program Manager: Finance

Designation: Program Manager: Finance

Reports to: Chief Executive Officer

Start Date: Immediate

Location: Bengaluru

About the Job

Job Description

Key Responsibilities

1. Maintain and review on a day-to-day basis using Tally or other accounting software
2. Lead the end-to-end implementation of ERP systems, ensuring seamless integration across Finance, Accounts, HR, and Operations
3. Verifying and processing employee expenses and vendor payments in a timely and accurate manner
4. Attending statutory & internal audits, due diligence, providing necessary information & clarifications, liaising with auditors
5. Ensure effective project accounting, accurate job cost reporting, and timely analysis of financial projections for all active projects, as required by management
6. Regularly manage and coordinate all fiscal reporting activities for the organization, including revenue and expense tracking, balance sheet reporting, submissions to funding agencies, and the development and monitoring of organizational and contract/grant budgets
7. Preparation of Financial MIS in customized formats tailored to the requirements of different stakeholders
8. Investment & Fund Management
9. Ensure effective liquidity management and maintain optimal cash and fund flow to meet operational and strategic requirements
10. Preparation, execution, and reporting of budgets, including analysis of Budget vs. Actuals, Financial vs. Physical performance, and Physical vs. Impact metrics
11. Provide the company's management with a comprehensive operating budget
12. Ensuring compliance with FCRA and other applicable legal and statutory regulations
13. Ensure timely and accurate periodic filings of Returns, Income Tax, TDS, EPF, Professional Tax, and FCRA
14. Accounts Receivable and Accounts Payable – Maintenance and Follow-up
15. Providing cost analysis support and ensuring compliance with all contractual and programmatic requirements
16. Ensure that all expenditures comply with organizational guidelines and implement measures to prevent fraud and misuse of funds

Required Skills

1. At least 10 - 15 years of experience in managing finance for a Development Sector Organization.
2. Work experience in a National Level Organization with Annual Operating Budgets upwards of 10-15 crores per annum

REGISTERED OFFICE

Centre for Wildlife Studies, No. 403, Seebo Apartments, 26-2, Aga Abbas Ali Road, Bangalore - 560042

ADMIN OFFICE

Centre for Wildlife Studies, 37/5, Yellappa Chetty Layout, Ulsoor Road, Bangalore - 560042



3. Education: CA/ CA – Inter or MBA Finance.
4. Working knowledge of Tally – preferably ERP 9.00 version.
5. Excellent analytical thinking, financial acumen with speed and accuracy, communication skills.
6. Proficiency in the use of Microsoft Suite. ERP
7. Results-driven and self-motivated with the ability to independently work and inspire the pursuit of excellence.
8. This position will be responsible for all activities pertaining to Finance & Accounts of CWS.
9. Should be well versed with F&A operations and must have experience in Trust/NGO set up.

Application Process

1. Letter of Intent (1 – 2 pages), describing personal interest and experience
2. Resume/CV with relevant work experience
3. References (minimum of 3 with contact details)

To apply, please write to Akhil (akhil.sp@cwsindia.org) with the subject line “Application for Finance Manager.”