

Job Description – Finance Associate

Organisational Profile:

Karuna-Shechen India is a non-profit organisation dedicated to creating a more altruistic world by serving the most vulnerable populations. In India, we focus on Health, Education, Environment, Food Security, and Economic Development, reaching remote communities in Bihar, Jharkhand, and West Bengal. We aim to foster a supportive and healthy work environment for our team members. SRPC Trust is the implementing organisation for Karuna-Shechen's Projects in India.

To learn more about us, please visit karuna-shechen.org.

Key Details:

- **Position:** Finance Associate
 - **Location:** Kolkata, India
 - **Contract Duration:** 1 year (renewable based on performance and funding availability)
 - **Reports to:** Country Director
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Position Overview:

The Finance Associate will play a key role in supporting the Country Director in financial operations, monitoring transactions across multiple offices, and ensuring accurate budget tracking and financial reporting. The position requires a proactive approach to managing day-to-day financial tasks and fostering transparency and accountability.

Travel Requirement: The role may require occasional travel to state offices.

Core Roles and Responsibilities (70%)

- Monitor financial utilisation as per budgets and assist the Country Director with data analysis and interpretation.
- Handle monthly account closings and account reconciliations (payables and receivables).
- Maintain records of accounts, bills, and vouchers for Kolkata office expenses.
- Manage timely bank payments and related logistics.
- Verify financial transactions and documents for accuracy and compliance.
- Update accounting practices and internal control measures as needed.
- Conduct database backups and ensure financial data confidentiality.
- Ensure compliance with relevant financial policies and regulations.

Link Responsibilities (15%)

- Prepare timely financial statements related to projects.
- Provide regular reports on the organisation's financial health and liquidity.

- Stay updated on changes to financial regulations and ensure compliance.

Systemic Responsibilities (15%)

- Maintain regular communication and feedback mechanisms with the Country Director.
 - Uphold transparency and accountability in all financial practices.
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Candidate Profile:

Qualifications and Experience:

- CA/M.Com with 3–4 years of relevant experience.
- Proficiency in Tally ERP 9 (mandatory).
- Experience in the non-profit sector is an advantage.

Skills and Competencies:

- Strong attention to detail and analytical skills.
- Excellent communication skills.
- Self-disciplined, trustworthy, and proactive.
- Advanced knowledge of accounting practices and financial management tools.
- Ability to work independently and collaboratively.

Location:

- Based in Kolkata, West Bengal.
 - Occasional travel to state offices may be required.
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Remuneration:

Salary for the position will be commensurate with qualifications and experience.

To Apply:

Interested candidates are invited to fill out this form: [Application Form](#). Applications will be reviewed on a rolling basis.