

7<sup>th</sup> January 2022

### Job description – Head of Finance & Accounts at TIDE

[Technology Informatics Design Endeavour \(TIDE\)](#) is a 28-year-old Bengaluru based NGO providing technology solutions for societal needs. TIDE is an award-winning NGO, and its work encompasses biomass-based cooking / industry solutions, energy efficiency / conservation, climate education, WASH and waste management, technology-based skilling & rural livelihood augmentation, and rural women leadership.

TIDE complies with all legal and statutory requirements diligently. TIDE is a registered society and has valid FCRA, CSR certification, 12A, 80G, PAN. All audit and annual reports are available in the [website](#).

The work culture at TIDE is professional, caring and gender neutral. We strive to offer exciting career growth opportunities for deserving candidates.

TIDE is now seeking a full time Manager to head our Finance & Accounts portfolio.

#### Key Responsibilities:

- ❖ Oversee the financial and accounting operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
- ❖ Prepare and maintain donor agreements and staff contracts.
- ❖ Manage financial control, prepare, and analyse budgets, monitor budgets, develop financial reports including audit reports, utilization certificates, Statement of Expenditures, etc
- ❖ Maintain financial MIS and make recommendations to the organization on expenditures and other financial matters based on this
- ❖ Ensure that statutory and regulatory compliances and requirements are efficiency met with
- ❖ Ensure accounting manual is followed and updated on regular basis and when necessitated
- ❖ Guide the Finance & Accounts team to discharge their responsibilities efficiently
- ❖ Monitor the expenditures to ensure that program funds are utilized appropriately and optimally
- ❖ Provide support to project teams regarding financial compliance of projects, personnel, and other related aspects
- ❖ Liaison with the auditor for financial reports, certificates, and other advisory matters
- ❖ Keep the head of the organization and the Board informed of all critical financial matters

**Essential attributes:**

- ❖ Strong ethics and high integrity
- ❖ Postgraduate in Commerce or Financial management or Business administration
- ❖ Minimum seven years' experience in accounts and financial management, with at least 2-3 years in NGO
- ❖ Excellent Tally, Excel, MS office and E mail skills and aptitude to learn any new digital tools or platforms for financial management
- ❖ Thorough understanding of accounting standards particularly for NGO including FCRA
- ❖ Good communication skills in English and Kannada (oral and written)

**Preferred attributes:**

- ❖ Intrinsically motivated to learn and grow
- ❖ Capacity to take ownership and keep commitments
- ❖ Good networking skills and team player
- ❖ Prior experience and knowledge of NGO sector and its statutory / regulatory issues
- ❖ Willingness to learn particularly on financial planning for Science & Technology projects

**Terms:**

This is a full-time job based in Bengaluru.

Salary range is around INR 7 Lakhs per annum, and is commensurate with qualifications, expertise, and experience.

**Interested candidates should fill a google form. Please click or copy / paste this link on a browser - <https://forms.gle/sF4LcqKHbRj2Bqmm6>, fill and submit.** Please write to [info@tide-info.org](mailto:info@tide-info.org) for any clarification.

**Last date for applying is 17<sup>th</sup> January 2022.**