

## **Finance Officer | Location: Bangalore**

**WeLive Foundation** (<https://welfarefoundation.org.in>)

Children living in childcare institutions/orphanages (CCIs) are forced to leave the only homes they have known when they turn 18. They may not have the support of a family when they step out into the world.

WeLive Foundation was formed to address the needs of young adults, who leave childcare institutions at the age of 18. Our purpose is to support them to live independently and to integrate with society.

WeLive Foundation offers a 1 – 3 year Bridge Program, which is a full time residential program for care leavers that provides a place to stay, acts as a social security net, allows for an investment in their aspirational future, and builds their resilience and self-reliance. The Bridge Program helps ease these youngsters into the world with optimism, confidence, skills and means for a fulfilling, secure and meaningful life.

WeLive Foundation currently has 2 centres in Bengaluru and 1 in Chennai with more than 60 young people as part of the program. The program has 2 pillars of well-being and work readiness and our work with the young people is under these two pillars. The plan is to expand the size and scope of the program and to be able to do so, WeLive Foundation is looking for someone to anchor the well-being pillar of the program.

Reporting to the Program Manager, the Well-being Coordinator will be responsible for running the existing elements and adding new elements to the well-being pillar in manner that caters to the needs of the young people in the program.

**Location:** Bangalore, India

This role requires working at the location of any one of our centres in Bengaluru.

## **Role**

- Financial Transactions: Recording and managing day-to-day financial transactions, including income and expenses.
- Budget Management: Developing and maintaining budgets, ensuring that expenditures align with organizational goals and financial plans, preparing cash flow statements and planning expenditure
- Audit Coordination: Coordinating and participating in internal and external audits to ensure compliance with financial standards and regulations.
- Donor Reporting: Preparing financial reports for donors, accurately documenting the use of funds, and ensuring transparency in financial reporting.
- Grant Management: Managing financial aspects of grants, including tracking expenses, compliance with grant requirements, and reporting to grantors.
- Compliance: Ensuring compliance with local and national financial regulations and standards applicable to NGOs.
- Collaboration: Collaborating with other departments to understand their financial needs, provide financial insights, and support organizational objectives.
- Record Keeping: Maintaining accurate and organized financial records, including receipts, invoices, and other relevant documentation.
- Financial Analysis: Conducting financial analysis to identify trends, opportunities for cost savings, and areas for financial improvement.
- Software Proficiency: Utilizing accounting software and tools to streamline financial processes and maintain accurate records.
- Communication: Effectively communicating financial information to internal stakeholders, board members, and relevant external parties.
- Continuous Learning: Staying updated on changes in financial regulations and trends in nonprofit accounting to ensure best practices.

## **Qualifications & Skill**

- Education: A bachelor's degree in accounting, finance, or a related field. Professional certifications such as CA (Chartered Accountant) or CMA (Certified Management Accountant) may be preferred.
- Experience: Minimum 8 years of relevant experience in accounting and financial management, preferably in the nonprofit sector.
- Nonprofit Knowledge: Familiarity with nonprofit financial practices, grant management, and donor reporting.
- Technical Skills: Proficiency in accounting software (e.g., Tally, QuickBooks) and Microsoft Excel. Knowledge of financial modeling may be beneficial.

- **Regulatory Compliance:** Understanding of Indian financial regulations and compliance requirements for NGOs.
- **Communication Skills:** Strong written and verbal communication skills to effectively interact with internal teams, donors, and external stakeholders.
- **Analytical Abilities:** Ability to analyze financial data, identify trends, and provide insights for informed decision-making.
- **Detail-Oriented:** Attention to detail in recording financial transactions, preparing reports, and ensuring accuracy in financial records.
- **Team Collaboration:** Ability to work collaboratively with other departments and contribute to cross-functional initiatives.
- **Reporting Skills:** Proficient in preparing financial reports for internal and external stakeholders.

### **What we offer**

- **Salary:** Salary will be commensurate with experience and the candidate's ability
- A work environment that is open and positive and encourages individual initiative.
- Opportunity to work with some of the leading personalities in the social space.
- Satisfaction of contributing to an important cause.

### **How to apply?**

Please send in your resume to [hello@welivefoundation.org.in](mailto:hello@welivefoundation.org.in)