SEARCH
Society for Education, Action & Research in Community Health

# Position: Finance Manager

***SEARCH (Society for Education, Action and Research in Community Health),*** is seeking a qualified, experienced, and dynamic Finance Manager to lead its Finance & Accounts Department. The role is responsible for ensuring efficient accounting operations, financial reporting, statutory compliance, labour law compliance, grant financial management, treasury management, internal financial controls, audit coordination, and continuous improvement of financial systems — while leading the finance team and supporting management through timely financial information, strong governance practices, and sound financial decision-making.

## About SEARCH

SEARCH is one of India's leading not-for-profit organizations working in community health through healthcare services, research, education, training, and community action. Established by Dr. Abhay Bang and Dr. Rani Bang, SEARCH has pioneered innovative healthcare models for rural and tribal communities and is supported by Indian and international funding agencies.

## Reporting Relationship

Reports to the Financial Consultant/Chief Financial Officer for all professional, technical, financial, and operational matters relating to the Finance and Accounts Department, and works in close coordination with the Director and Programme Heads to ensure effective financial management and organizational compliance.

**Direct Reporting Team:**

- Senior Accountant
- Accountants
- Cashier
- Accounts Assistants

## Key Responsibilities

### 1. Departmental Leadership

Lead and supervise the Finance & Accounts Department; prepare annual, quarterly, monthly, and weekly action plans; allocate responsibilities and monitor team performance; conduct periodic review meetings; build staff capability through coaching and mentoring; promote accountability and continuous improvement; submit departmental MIS and progress reports.

### 2. Financial Accounting & Bookkeeping

Ensure accurate maintenance of books of accounts; supervise accounting entries, ledgers, and vouchers; ensure timely monthly and annual closing; supervise bank and inter-unit reconciliations; maintain programme-, project-, and fund-wise accounting; maintain fixed asset register and investment records; ensure compliance with accounting policies and SOPs.

### 3. Financial Planning, Budgeting & Analysis

Coordinate preparation of annual organizational and grant budgets; prepare cash flow forecasts; conduct budget variance analysis; analyse programme costs and expenditure trends; prepare financial projections and management reports.

**4. Grant Financial Management**
Maintain grant-wise accounting; monitor donor fund utilization and compliance with donor agreements; prepare donor financial reports and Utilization Certificates; monitor grant balances and project closures; support financial budgeting for grant proposals.

**5. Treasury Management**
Monitor cash flow and banking operations; monitor investments and fixed deposits; prepare fund utilization plans; assist in treasury planning and investment monitoring; coordinate with banks on documentation and transactions.

**6. Statutory Compliance**
Ensure timely compliance under the Income Tax Act, FCRA, Maharashtra Public Trusts Act, TDS, Professional Tax, Labour Welfare Fund, and other applicable laws. Coordinate filing of Income Tax Returns, Audit Reports, TDS Returns, FC-4 Return, FCRA reports, Charity Commissioner reports, Form 10BD, and other statutory returns.

**7. Labour Law & HR Statutory Compliance**
In coordination with HR, ensure compliance with labour laws and social security legislation (EPF, Professional Tax, Payment of Gratuity Act, Minimum Wages, etc.); review payroll for statutory compliance; ensure timely remittance of statutory dues; coordinate labour law inspections and maintain statutory registers; support implementation of new labour codes.

**8. Internal Financial Controls & Risk Management**
Strengthen internal controls and ensure compliance with finance policies/SOPs; monitor procurement and payment procedures; review bank reconciliations and supporting documentation; conduct periodic verification of records; monitor delegated financial authority; recommend improvements and coordinate implementation of audit observations.

**9. Financial Reporting**
Coordinate monthly closing; prepare monthly financial statements and finalize annual accounts; prepare consolidated, fund-wise, and programme-wise reports; prepare management dashboards and analytical reports.

**10. Audit Coordination**
Coordinate and facilitate Statutory, Internal, FCRA, Donor, CSR, and Government Audits; ensure timely preparation of audit schedules, documentation, and implementation of recommendations.

**11. ERP & Process Improvement**
Support ERP implementation; standardize accounting processes; improve reporting automation; maintain accounting master data; promote digital documentation and workflow automation.

**12. Payroll & Employee Finance**
Supervise payroll processing, salary accounting, employee reimbursements, statutory deductions, and salary reconciliations, in coordination with HR.

**13. Management Information System (MIS)**
Prepare periodic reports: Budget vs Actual, Cash Flow Statement, Department-/Programme-wise expenditure, Grant utilization, Investment summary, Compliance tracker, Receivables & Payables Ageing, Financial dashboards, and Cost analysis — providing timely analysis for strategic decision-making.

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### 14. Stakeholder Coordination

Maintain professional relationships with Directors, Programme Heads, Donor Agencies, Banks, Auditors, Government Departments, Consultants, Vendors, Finance Committee, and Investment Committee.

### Required Qualifications

- CA Inter / MBA (Finance) / Cost & Management Accountant (CMA) / Master's Degree in Commerce (M.Com)
- Full-time, on-campus presence required at SEARCH, Shodhgram, Gadchiroli
- Willingness to travel occasionally to project locations, donor meetings, and other official assignments
- Ability to work extended hours during financial closing, audits, and other critical reporting periods

### Technical Skills

- Strong accounting and financial reporting expertise
- Sound knowledge of Income Tax, FCRA, charitable trust accounting, and labour law compliance
- Leadership and team management skills
- Strong analytical and problem-solving ability
- Excellent communication and interpersonal skills
- High ethical standards and professional integrity
- Ability to manage multiple priorities and meet strict deadlines
- Commitment to transparency, accountability, and continuous improvement
- Working knowledge of Tally Prime ERP and advanced Microsoft Excel

### Experience Requirements

- Minimum 8–10 years of progressive experience in finance and accounting
- Minimum 5 years in a supervisory or managerial role
- Experience in NGOs, charitable trusts, hospitals, educational institutions, or donor-funded organisations preferred

### Why Join SEARCH?

- Opportunity to work with one of India's most respected public health organizations
- Leadership role in a professionally managed institution
- Exposure to donor-funded projects, healthcare finance, research programmes, and institutional governance
- Opportunity to strengthen finance systems and contribute to meaningful social impact
- Collaborative work culture with opportunities for professional growth and leadership development

### Compensation & Benefits

| Benefit | Details |
|---|---|
| **Salary** | Rs. 70,000 – 80,000 per month (CTC), commensurate with qualifications and experience |
| **Annual Increment** | As per SEARCH policy |
| **Accommodation** | Provided on campus as per need (single or family) |
| **Other Benefits** | Provident Fund, Medical Insurance, and Gratuity as per SEARCH policy |

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|---|---|
| **Health Care** | Free primary health care at SEARCH Hospital |
| **Spouse** | SEARCH empathetically considers the spouse's employment needs and, where possible, explores suitable roles based on need and competencies (not assured) |
| **Leaves** | 16 days summer vacation + 7 days Diwali vacation + 10 casual leaves + 12 national holidays |

*Note: The probation period at SEARCH is 1 year.*

Interested candidates should submit the following:

- Cover Letter and Detailed Resume/CV (preferably in single document)
- Current Salary Pay Slips
- Contact details of two professional references

**Send applications to:** hr@searchforhealth.ngo

**Subject line:** "Application for Finance Manager "
*Only shortlisted candidates will be contacted for further assessment and interview.*