About the Organization

Are you passionate about working with people with Neuro-developmental Disabilities (NDD)? FAME India (FI) is a not-for-profit organization set up in 2001, to enable and empower persons with NDD and their caregivers to lead a meaningful life. FI focuses on building and maintaining the skills of persons with NDD through early intervention; a holistic education program that includes in-house therapists, special educators, and counsellors. We work to deliver continuous, high-quality engagement in the areas of daily living, life skills, vocational skills, social inclusion, recreation, health, safety, and complete well-being for every individual in our community. FAME aspires to be a center of excellence, setting benchmarks and open-source practices for the field of neuro-developmental disability, so that organizations everywhere can adopt proven approaches to improve quality of life for persons with NDD.

Job Summary

The Vice President – Finance will lead the organization's financial strategy, ensuring sustainability, transparency, and compliance. Reporting to the Executive Director and Board, the role oversees financial planning, operations, audits, and risk management. The VP will be well-rounded, having responsibilities in the role of strategic leader supporting the organization's mission, as well as complete finance operations and team development.

Responsibilities:

1. Strategic Financial Leadership

- Lead financial strategy to support organizational growth and sustainability.
- Partner with the Executive Director and Board on long-term planning, scenario modelling, and financial forecasting.
- Drive strategic decision-making through high-quality financial insights.
- Develop business plans and financial models to support new initiatives or scaling of programs.
- Play and active role in procuring approval for proposed plans from stakeholders.

2. Financial Planning, reporting, and analysis

- Lead annual budgeting and forecasting processes across all departments/programs in line with long term plans.
- Analysis of the financial information and providing accurate and timely reports to the management to enable decision-making.
- Perform analysis of budget vs. actuals for revenue, expenses, and cash flows and recommend strategies to maintain a healthy financial position.
- Provide financial guidance on the cost implications of various benefit programs.
- Advise on pricing of services/programs, cost allocation models, and donor negotiations.

3. **Financial Operations and Controls**
    - Oversee the entire finance department and financial operations including its accounting practices, day-to-day functions of booking keeping, maintenance of corporate documents, and management of invoices, costs, payables, and cash flow.
    - Develop and strengthen financial policies, procedures, and internal control mechanisms.
    - Ensure adherence to accounting standards and best practices.
    - Manage relationships with statutory and internal auditors to drive the audit process and ensure it is conducted effectively.
    - Lead automation/digitisation and implement accounting software and tools required for the finance and accounting operations.
    - Work closely with HR to manage the financial aspects of employee benefits and deductions, ensuring accurate accounting and reporting.

4. **Donor Management**
    - Provide financial leadership in donor relations, including proposal budgeting, fund utilization, reporting, and compliance.
    - Engage with institutional funders, CSR teams, and philanthropic partners on financial aspects of partnerships.
    - Ensure 100% compliance with donor requirements and reporting timelines.

5. **Governance, Risk and Compliance**
    - Propose and collaborate in developing governance policies and procedures like Conflict of Interest, Board meetings (frequency, quorum etc.), Fund Raising Practices, POSH policies etc. Maintain responsibility to ensure policies and procedures are understood and complied with.
    - Lead risk management framework: financial, operational, and compliance risks – including initiatives in risk avoidance, mitigation and management.
    - Ensure 100% Compliance for all regulatory, contractual, and internal compliances regarding finance, accounting, tax (Income tax and GST), PF, ESI, RBI/FCRA, internal constitutions (including trust deeds) and Program related compliances.
    - Ensure that the funds received from foreign donors follow the FCRA regulations and its usage is also in compliance with FCRA. Ensure accurate and timely filing of Annual Returns.
    - Ensure renewal of required registrations (FCRA/12A/80G etc.) as required under applicable laws.
    - Ensure that the Legal Agreements /Contracts (HR, Rental, others) are drafted and adhered to, to protect the interest of the trust.
    - Ensure all building, permits, insurance covenants are in compliance.

6. **Team Leadership and Cross-Functional Collaboration**
    - Lead and mentor the finance team to build capacity and accountability in support of organization plans.
    - Collaborate with HR, Fundraising, Program Heads, and Operations teams for financial integration.
    - Build a culture of transparency, financial literacy, and cost consciousness across the organization.

<u>As our ideal candidate, you will have:</u>

Experience and Education:

- BCom/MCom with 13-15 years of progressive experience in a finance and accounting position with at least 3 years in leadership role.
- Professional certification like MBA is an added advantage.
- Experience in not-for-profit space is desirable.

Core Competencies:

- Strategic thinking
- Deep understanding of accounting, regulatory, tax and compliance requirements.
- Financial Planning and Analysis
- Leadership skills, influencing and stakeholder management skills

Values and Attributes:

- Passion for social impact and commitment to the mission.
- High integrity, ethical standards, and professional judgement.