



Position for Lead - Finance

Sahjeevan is a civil society organization working since the last three decades on a range of issues, including pastoral livelihoods, pastoralist access to forage and pastoralist development of animal breeds. Sahjeevan has inspired and supported marginalised communities to revive their traditional ecological knowledge systems, engage with relevant technologies and scientific methods to conserve their ecological resources and strengthen their livelihoods. Sahjeevan is seeking to hire a Lead – Finance based out of its Bhuj office.

Length of employment: Full time 3-year contract, with the option to extend.

Based at Bhuj (Gujarat), will report to the Executive Director; include working on all finance related work including evolving systems and process for reporting to the donors within the organization, including managing all the statutory and regulatory requirements and providing overall direction with regard to maintaining financial discipline.

Qualifications:

- Master's degree in commerce / Accounts/ Finance OR Inter CA with relevant work experience (12-15 years);
- Excellent written and oral skills in English with proficiency in computer skills (Particularly Excel, Tally or other relevant software);
- Minimum of 8 years of experience with development sector / CSO/ NGOs / Non-profit mandatory;

Key Responsibilities:

- Anchoring Sahjeevan's finance unit

- Building and managing Sahjeevan finance team
- Periodically updating relevant systems to facilitate smooth operations
- Keeping committees, program leads updated and informed at all times
- Producing financial reports, quarterly & Annual budget
- Review all MoUs / Agreements and other finance related documents and provide recommendations of the same to the Executive Director
- Ensuring statutory compliances and renewals of various registration certificates.
- Any other incidental finance related responsibilities assigned by the competent authority.

Remuneration will be based on qualifications and experience.

TO APPLY: Please fill [Google Form \(https://forms.gle/nw6MKutFPKSFwcVz8\)](https://forms.gle/nw6MKutFPKSFwcVz8) and attach a resume (with two references) and a covering Letter explaining your suitability for this position.

Subject Title: Lead – Finance

Joining Date – As soon as possible

Sahjeevan is an equal opportunity employer. The candidate should have the abilities to work independently & be innovative to evolve monitoring systems and should be willing to work for flexible hours.