

Job Title: Manager – Accounts and Finance

Reporting to: Senior Manager – Finance & Compliance

Department: General Administration

Location: Hyderabad

Work Schedule: Full time position. Core Hours of Monday-Friday, 9:00 to 5:00 pm and 9:00 am to 2:00pm on second, fourth and fifth Saturdays. Must be able to work a flexible schedule, including early morning, evening, and weekend work.

1. Overall Purpose of this Role: The role will be responsible for assisting the Finance and Compliance Senior Manager in maintaining the books of accounts up to date. The candidate will be supporting the work of General Administration department and all areas relating to financial reporting. This position will be responsible for book keeping, publishing reports and supporting the audit process.

2. Key Accountabilities:

a) Financial Operations:

- Data entry in Tally and MIS
- Assisting Senior Manager in cash flow reports and cash reconciliation statements
- Coordination with NGOs in getting the data as per the tracker
- Maintain a petty cash fund, prepare cash disbursement vouchers

b) Documentation Support

- Assisting Senior Manager on the following tasks
 - a. Vouching and Documentation
 - b. Securing and maintain vendor database
 - c. Empaneling of Vendors
 - d. Tracker of all contracts

3) Professional Competencies:

a) Mission Focused

- Strives vigorously to accomplish shared goals
- Separates one's own interests from organizational interests to make the best possible judgments for the organization

b) Manage Relationships / Relationship-Oriented



United Way of Hyderabad

Ability to communicate effectively to develop, grow, and sustain productive relationships. Knows how to capture and record relevant information and how to interpret and utilize the information to forge partnerships, collaborate, cultivate, grow, sustain, and strengthen internal and external relationships.

- Values diversity and inclusion
- Effectively communicates
- Treats others with respect and dignity
- Actively listens to and facilitates diverse input and contributions

c) **Achieve Results / Results-Driven**

Is personally accountable for the results they achieve. Ability to adapt to ever-changing environment. Is organized, able to plan, think strategically, and is creative, innovative, and appropriately persistent. Ability to make decisions and willing to take risks when appropriate to achieve results and meet goals.

- Has a searing focus on results and can effectively communicate goals and impact
- Promotes innovation/willing to take risks
- Develops relationships to drive resources and results

d) **Brand Steward**

- Acts with integrity and strong ethics to foster trust at all levels (personal, market, societal)
- Internalizes the meaning and commitment of United Way and consistently acts according to its value and purpose
- Demonstrates the values of the network; is a good system-citizen, is accountable and transparent with all stakeholders

2. Functional Competencies/Accountabilities

- a) **Self-Management:** Presents oneself in an appropriate and professional manner. Communicates, acts, reacts, and responds appropriately in all situations. Effectively utilizes interpersonal skills and political astuteness to: engage with, lead and function as a member of a team as appropriate. Is trustworthy and acts with integrity, authenticity, humility, and in good faith; respecting others' opinions, priorities, values, and interest. Seeks to continuously improve interpersonal and professional skills.
- b) **Communication Skills:** Understands and uses empathy, compassion, and active listening. Is fully present and aware of subtleties and nuances such as body language and voice tonality to better understand what is important to constituents and how to connect and engage them with UW. Able to influence, persuade, present, request, sell, negotiate, and close a deal as appropriate.
- c) **Utilize and Acquire Knowledge:** Is forward-thinking, focused on what is possible, and seeks new tools and knowledge as needed. Ability to use technology when acquiring and utilizing knowledge, and is innovative and creative in its application. Seeks to continuously improve interpersonal and professional skills.



- d) **Demonstrates Social Responsibility and Stewardship:** Has a passion for the common good and affection for the community. Believes in social responsibility and inspires others to be socially responsible. Demonstrates courage and humility when working toward improving life in the community.

6) Education, Training, and Previous Work Experience:

- B. Com/ M. Com with thorough knowledge of Tally.
- 5-8 years of work experience is required, experience in NGO accounting practices is an added advantage.

7) Technical Knowledge:

- Proficient with MS Office, including Word, Excel, Outlook.
- Accounting software and databases.
- Proven knowledge of accounting principles, practices, standards, laws and regulations.
- Knowledge of FCRA and NGO accounting is preferred
- Proficiency with using the internet for research purposes
- Ability to learn and use internal database
- Language skills – Fluent in Telugu & English must.
- Excellent communication skills must.
- Email etiquette
- High attention to detail and accuracy.
- Ability to work with strict timelines and deliverables

10) Additional Responsibilities:

- Other duties as assigned by the President/CEO.

