Job Description: Manager – Finance  
Location: Chennai

Established in 2001, Villgro is India’s oldest and one of the world’s largest social startup incubators. Villgro is driven by a small, committed team of 30 and we thrive on collaboration. We are an equal opportunity employer and extremely committed to fostering workplace equity. Villgro has won the prestigious DivHersity Awards as a recognition for this!

If you are the right candidate, you will resonate with one or many of our values,

1. Empathy—we are customer-centric and collaborative, yet assertive.
2. Entrepreneurial—we seek progress and want to get things done!
3. Boldness—we voice our views and respect others’. We fail fast, learn fast.
4. Integrity—we demonstrate transparency and honesty in every transaction.

Job Description:

The individual holding this role will play a key part in enabling the senior management of Villgro to make sound decisions and meet the organisation's objectives.

This role will have an Accountant reporting to him/her and will report to the CEO and CFO directly.

The core responsibility will be to analyze everyday financial activities and subsequently provide advice and guidance to senior management on future financial plans. Comfort in handling all areas of finance, accounting, and statutory compliances will be required.

The key responsibilities of the role are as follows:

1. TDS Compliance:
   ● Review TDS workings, Challan payments, return preparation & return filing.
   ● Execution of TDS computation on salaries & PLI working of all employees quarterly.

2. Finance Dashboard:
   ● Review month-wise data filling from TALLY
   ● Verify graphs and overall details
   ● Update Finance Dashboard within a week of signing new donor agreement after up-dation on MIS by IT Team

3. Handling day-to-day queries of Program Teams:
   ● Budget vs Actual expenses, Unutilised budgets, etc
   ● Review Invoices & Grant request letters
- Review of Donor Agreements from Finance & Tax perspective
- Attend to budget reallocation request from team
- Coordinate with vendors/donor for documentation/tax related request

4. MIS related
- Handling day-to-day queries on approvals and payments
- Management in a timely manner for financial and business performance

5. Organisation Budget
- Coordinating with program teams for collating data and assumption
- Preparing and finalising the budget file
- Additional budget allocations and MIS update

6. Banking related
- Review of payment bookings in TALLY

7. Statutory Audit & Compliance
- Assisting in statutory audit and day-to-day coordination with auditors
- Coordinating with CS for drafting Board Resolutions and any other tasks

8. Accounting & Book-keeping
- Creation, Tracking, and Renewal of new FDs
- Review of weekly bank reconciliation, day-to-day accounting tasks in TALLY and Form 16/16A

9. Payroll
- Monthly preparation of donor allocations as per budgets
- Review of Payroll file preparation, Quarterly PLI remittance, PF deduction & remittance and Professional Tax deduction & remittance

10. Income tax Compliance
- IT return preparation
- Keep documents updated for ITO presentations

11. FCRA Compliance
- Quarterly FCRA receipt
- Annual return compilation
- Annual FCRA Audit

12. Others:
- Ensure donor utilization reports are prepared and shared with the donor team in time
- Review of Invoices, 80G receipts and other receivables
- Respond to tax related queries from employees
- Any additional, yet to be determined, responsibility shall be assigned

If the role excites you, we would like you to:
- Be a certified Chartered Account with a minimum of 2 years’ experience in statutory audit
● Have an understanding of compliances applicable to non-profits. Preferred experience in and knowledge of FCRA certified non-profit organizations
● Be proficient in TALLY & Microsoft Excel
● Have experience and proficiency in preparing and managing organisational budgets and management reporting
● Be detail-oriented, proactive and self-motivated
● Be a good communicator and have a strong command of the English language
● Be a strong team player with the ability to work in small groups

**Functional Area:** Accounts, Finance, Income Tax, Companies Act, and FCRA.

**Reporting Officer:** CFO/CEO

**Location:** Chennai

**Remuneration:** Commensurate with experience

**How to apply:** Submit your application via [Villgro’s Centralized Application Form](#).

**Meanwhile, a little bit more about us:**

Villgro is India’s oldest and one of the world’s largest social enterprise incubators. We support innovative enterprises that solve critical issues faced by the poor. We provide funds (grant/equity), mentors, networks and resources to innovative social enterprises in sectors such as education, health, agribusiness and renewable energy.

Since our inception in 2001, we have incubated over 279 social enterprises with seed funding of INR 573 million. These social enterprises have generated 3500+ jobs and secured INR 1796 million in follow-on funding to impact over 19 million lives.

Villgro fosters an open culture where each member can express his/her views and opinions based on merits and objectivity. At Villgro, we work together as a team with a shared vision of social impact which is essential for our continued success. For further information, please visit our website at [http://www.villgro.org](http://www.villgro.org)