

## **INDIA CLIMATE COLLABORATIVE**

### **Finance Manager**

#### **Job Description**

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#### **About the ICC**

The India Climate Collaborative is a first-of-its kind, India-focused collaborative that seeks to direct funding and visibility towards climate action in India. Our endeavor is to spur collective investment and connect diverse voices, and in doing so, craft a uniquely Indian response to climate change, attuned to our needs and development priorities. We aim to stitch together the Indian climate community from government agencies to corporates, impact investors and practitioners and civil society.

The ICC marks the first-ever collective response by industry leaders such as Ratan N. Tata, Anand Mahindra, Rohini Nilekani and others for effective action towards a shared climate goal. We are currently a 45+ member organisation comprising of government agencies, businesses, scientific institutions, universities, non-profits and fellow collaboratives such as *Edelgive Foundation, Wildlife Conservation Trust, ATREE, Center for Policy Research, Principal Scientific Advisor to the Government of India, CEEW, WRI India and TNC India* to name a few.

#### **Finance Manager**

The ICC seeks an energetic, team member to ensure smooth and effective finance operations. Reporting to the Director, Operations - the Finance Manager will be responsible for managing and reconciling grants budgets to actuals; prepare forecasts; maintain oversight of all financial transactions; and will be responsible for preparing financial reports. The Finance Manager will oversee the day-to-day accounting operations, including vendor and grants disbursements, payroll and posting of expenses to the General Ledger.

#### **Principal Duties and Responsibilities**

- Produce financial reports; properly maintain accounting records; accurately process financial transactions; administer financial controls, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.
- Manage the grants portfolio and its interaction with financial accounting and serve as a liaison with program and fundraising staff to monitor spending on grants.
- Maintain control over cash flows.
- Prepare allocation schedule to allocate expenses on grants, indirect and common costs on a monthly basis.
- Meet with program and/or fundraising staff on a regular basis to update performance on active grants and prepare forecasts.
- Monitors, on monthly basis, all financial costs associated with projects.
- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles. Maintain adequate controls and documentation to help ensure accuracy of entries.

- Review and analyse monthly financial and management reports and prepare budget variance, projections and forecast reports for CEO.
- Assist CEO in preparation of annual budgets, quarterly reviews and forecasting of cash flow statement on regular basis.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Recommend and report upon KPIs to measure financial performance and suggest improvements in processes to increase organizational effectiveness.
- Maintain system of accounts and keep books and records on all transactions and assets. Calculate variances from the budget and report significant issues to management.

### **Qualifications**

- Bachelor's degree in accounting or finance.
- Minimum of 5 years of finance and accounting experience, including finance, accounting, audit, grants administration and analysis.
- Experience gathering, evaluating, presenting, and reporting financial information to management, external stakeholders and funders.
- Strong project management skills and proven track record for meeting deadlines: ability to manage complex projects from creation to completion, plan and prioritize multiple projects, and coordinate teams to meet deadlines.
- Experience with foundation grant proposals and budgeting is a top priority; additional experience with government grants may be useful over time.
- Non-profit experience required.
- Proficiency with accounting software and excellent Excel skills.
- High degree of diplomacy and cultural sensitivity required, with appreciation of the dynamics of funding community-based organizations internationally.

### **Terms of Employment**

- **Location:** This position is based in Mumbai
- **Details:** Full time position

### **To apply**

Please submit the following via email to: ([hr@indiaclimatecollaborative.org](mailto:hr@indiaclimatecollaborative.org))

- A brief letter stating interest and qualifications for the position.
- A resume detailing work experience, education, qualifications and contact information (name, email and phone) for at least one professional reference.
- A one-page correspondence writing sample (email or letter) intended for an external audience (e.g. a funder or grantee).

**Timeline:** Prospective candidates are encouraged to apply as soon as possible, and are being interviewed on a rolling basis. Only shortlisted candidates will be contacted.

*The India Climate Collaborative, registered as the Council of Philanthropies for Climate Action, is an equal opportunity employer.*