Finance Manager

REPORTS TO	SENIORITY
CEO	**4-10 years**

MISSION

Own the full finance, accounting, statutory compliance and risk function for MC² Foundation. Senior-most finance leader in the structure (there is no CFO above this role). Line-manages the Legal Associate for contractual / regulatory matters and operates the grant accounting / disbursement back-office alongside the Manager, Grants.

KEY RESPONSIBILITIES

- Lead annual budgeting (Feb-Mar; Board approval Apr), mid-year reforecast (Sep), and the 3-year capital plan
- Own monthly close (Day-7) and MIS deck (Day-10); standard contents: P&L vs budget, cash, AR/AP, grant utilisation, statutory status
- Own grant accounting and the Grant Register - record every approved grant + every tranche disbursement; reconcile quarterly with Manager, Grants
- Operate the procurement approval matrix per Governance §3 - vendor onboarding, KYC, payment terms, the custom-services sole-source memo workflow
- Manage statutory audit (Section 8 / Trust), tax filings, GST, TDS, PT, EPF, ESI
- Oversee FCRA, MCA, RBI (where applicable) and AIF interface (treasury / expense allocation with the external Fund)
- Build internal controls, the delegation matrix and the Audit Committee cycle
- Manage banking, cash flow, working capital and the reserve policy
- Line-manage the Legal Associate; ensure contracts / MoUs / IP are timely and compliant
- Own the financial vendor stack - accounting (Zoho Books / Tally Prime), expense (Zoho / Fyle), banking and treasury tools
- Anchor the quarterly Audit Committee meeting; lead the annual external audit
- Build the Year-1 institutional finance posture - accounting policy, capitalisation thresholds, asset register, MSME-spend disclosure

CRITICAL YEAR-1 DELIVERABLES (TIME-BOUND)

- **Month 1:** Foundation operating bank account + FCRA account opened/transferred; signatory protocol approved by Board
- **Month 1:** Accounting platform (Zoho Books / Tally Prime) operational; chart of accounts ratified; opening balances loaded
- **Month 1:** Statutory compliance calendar published; all 17 filings tracked

- **Month 1-2:** Vendor onboarding for top 20 vendors; procurement SOP operational; first sole-source memo signed where needed
- **Month 2:** Monthly close + MIS cadence live (first close by Day-7 of Month 3)
- **Month 3:** Grant Register operational; tranche disbursement workflow tested with Manager, Grants
- **Month 3-6:** Grant disbursements operationalised - first tranche releases for Cohort 1
- **Month 4:** First Audit Committee meeting with Board observer
- **Month 6:** H1 reforecast presented to Board; mid-year compliance attestation
- **Month 9-12:** Audit closure (statutory audit Apr-Jun next FY); clean opinion targeted

SUCCESS METRICS (YEAR 1)

- Clean Year-1 statutory audit; zero material qualifications
- Monthly close completed by Day 7 every month
- 100% on-time statutory filings every cycle (GST, TDS, PT, EPF, ESI, FCRA, MCA)
- Grant utilisation reports filed on time, every quarter, to all PSU sponsors and MoPNG
- Zero penalty / late-filing fees Year 1
- Legal Associate hired and operating by end Month 3
- Accounting + expense SaaS live by end Q3 2026
- Audit-Committee meetings held quarterly without slippage

QUALIFICATIONS

- CA preferred; MBA-Finance with CFA / CPA also welcome
- 7-10 years in finance / compliance for a foundation, AIF, NGO, or PSU finance function
- Direct experience with grant accounting, FCRA, Trust statutory cycle
- Comfortable interfacing with PSU finance functions and MoPNG audit teams
- Strong on internal controls, audit, enterprise risk
- Prior experience as senior-most finance person in an institution (no CFO above)
- Working knowledge of AIF Cat-I treasury interface (since the affiliated Fund is a separate entity)