

Job Description: Manager/ Senior Manager/ AVP - Finance & Admin

About YES FOUNDATION:

YES FOUNDATION (YF) is the social development arm of YES BANK, India's fourth largest private sector bank. Under the visionary guidance of its **Chief Mentor & Co-Chairman,**

Mr. Rana Kapoor, MD & CEO, YES BANK, the Foundation follows a differentiated approach focusing on **stimulating entrepreneurship** and **innovative use of media initiatives**, to **bridge gaps** and act as a **force multiplier** towards **empowered and equitable India**. It currently has the following programs - **YES! i am the CHANGE(YIAC) Grant & Accelerator**, **YES FOUNDATION Media for Social Change Fellowship**, **YES FOUNDATION Social Film Grant** and **YES FOUNDATION Changemaker Initiative**.

To know more, visit www.yesfoundation.in

Position: Manager/ Senior Manager/ AVP - Finance & Admin

Role:

Responsible for financial management and taxation & co-ordination with HR, Technology, Travel, Legal, Secretarial and Administration departments

Responsibilities:

Accounts & Finance

- To oversee financial transaction processing and reconciliations, ensuring that robust controls are in operation and workloads are managed effectively
- Leading annual statutory year-end requirements, agreeing timetables and responsibilities with all involved, with the primary focus being to achieve a clean audit
- Ensuring that all Senior Management are provided with accurate, timely and relevant information
- To lead on technical accounting compliance requirements, developing knowledge throughout the team and with other directorates where appropriate to ensure compliance
- Maintaining the day-to-day relationship with our bank and other treasury service providers
- To support the Senior Management with cashflow forecasting models that support the Foundation's strategic business plans
- Reviewing and authorise the monthly payroll process, working with the Financial Accountant and HR in maintaining an efficient service. Provision of cover for payroll requirements where necessary
- Ensuring the proper management, reporting and reforecasting of controlled budgets
- Managing external accounting consultancy firm and co- ordination with internal accounting department

Operation management and support system

- Assuring program quality and organisational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation
- Providing administrative support by implementing systems, procedures, and policies; Maintaining and enhancing the organisation's human resources by monitoring overall HR systems, policies and procedures across the Foundation. Ensures the HR Manual is kept updated and well communicated within the Foundation
- Leading implementation of the performance management system that includes setting annual work plans, quarterly and annual performance appraisals as required

Compliance and Governance

- Evaluating Foundation's programs, policies and procedures to ensure they are in line with established regulatory standards
- Conducting studies and read up on journals and other news accounts to obtain information on new laws that can impact Foundation
- Assisting in conducting regular audits and reviews to ensure fulfilment of compliance standards
- Developing and implementing control systems for dealing with violations of compliance guidelines and policies
- Conducting risk assessments of programs and operations to identify risks and develop appropriate risk management strategy
- Ensuring proper documentation of compliance activities for reference purposes
- Assuring the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations
- Coordinating and supporting Board meetings through the development of pre-and post-meeting materials (i.e., annual work plans, drafting agendas, briefing notes, background papers, presentations, minutes and action lists) and ensures they are issued within established timelines
- Composes and submit a program and financial updates intended for Board members within stipulated time

Qualifications & Skills:

- Master's degree from a reputed institute in Finance and relevant field
- Proficiency in Tally/ other accounting software
- Working knowledge of accounts/finance and taxation is must
- Having working knowledge of TDS deductions / returns etc.
- Have a fair knowledge of accounting entries / financials
- Broad IT/technology knowledge
- Progressive and positive
- Empathy and desire to serve

Experience:

- **Minimum 5 years** of relevant work experience
- Experience with a corporate organisation will be an advantage