

Lead – Finance & Compliance

IDR ([India Development Review](#)) is Asia's largest independent media platform for the development community. Founded as a nonprofit in 2017, we advance knowledge on social impact in India. We do this by publishing ideas, perspectives, analysis, and insights from real-world practice.

You can check out all of IDR's content [here](#), and get to know the team [here](#).

We are now at the next, extremely exciting phase of our journey, where we plan to serve our constituents better through new formats and languages, a global presence, and an AI-aided learning platform.

To help us build a growing organisation with strong financial and governance controls, we are looking for a **Finance and Compliance Lead**, who will work closely with IDR's CEO.

About the role

You will:

- Develop and manage annual budgets, monitor and manage cashflows, and conduct financial analysis
- Work with the chairperson of the Board, and the CEO to ensure rigorous governance, and ensure compliance with all statutory requirements across the various entities that make up our hybrid structure (Section 8, private limited company and 501c3).
- Build relationships with our auditors to ensure timely finalisation of all books of accounts

We are looking for someone who has:

- Prior experience as a finance lead in a nonprofit with experience managing domestic and international financial flows and compliance
- Worked with a wide range of institutional, CSR and individual donors
- Built financial processes and systems within organisations
- Understands the social sector deeply, and
- Thrives in an entrepreneurial environment, and is comfortable with ambiguity and change.

You will report to the CEO of IDR. Prior experience in the social sector is mandatory.

Responsibilities

Planning and management:

- Establish yearly financial objectives that align with the organisation's plan for growth and impact, and ensure strong financial planning and management
- Co-create financial policies and manuals, procedures and processes with senior leadership
- Manage cash flow planning process and ensure funds availability across Section 8 and 501c3 entities
- Review and ensure appropriate internal controls, compliance, and financial procedures

Relationship management:

- Engage closely with auditors, donors, lawyers, board members, and partners on all finance, governance, and compliance related matters
- Manage and maintain relationships with organisation's bankers
- Supervise the Finance Associate, who will be responsible for creation of donor reports, vendor payments, interaction with auditors, and general administration
- Work closely with the IDR team to ensure compliance on all processes

Process and systems:

- Review and analyse monthly financials and highlight variances
- Oversee the preparation, filing, and timely communication of:
 - Monthly, quarterly, half yearly, and annual financial statements
 - All direct and indirect tax returns
 - All utilisation certificates and audits
- Ensure all labour compliances are done as per applicable laws

Apply if you have 10-12 years of work experience

- Prior experience in working with CXOs around finance, compliance and governance with respect to India and global practices
- Strong understanding of grant and donor management in India and overseas.
- Excellent financial, time management and communication skills
- Attention to detail and the ability to manage several things at once
- Ability to work independently, deliver within tight deadlines, and think critically
- Must have excellent knowledge of MS Excel. Knowledge of additional accounting software is a plus.

Send your CV to: writetous@idronline.org with the subject line '**Lead - Finance and Compliance**'.

The position is a full-time role with a compensation of between 12-16 lakh per annum based on experience. You can be located anywhere in India.