

JOB DESCRIPTION



POSITION TITLE	Sr. Manager Finance & Compliance / Asst. Director - Finance Compliance
JOB FAMILY	Finance & Accounting
STATUS	Salaried

ORGANIZATIONAL OVERVIEW: A PIONEER IN CONSERVATION LEADERSHIP

This is an exciting time at The Nature Conservancy (TNC) as we are shifting our strategy for greater impact in the world, seeking to address some of the most complex challenges facing people and nature — issues such as climate change, conserving lands, waters, and oceans at unprecedented scale, providing food and water sustainably and helping make cities more resilient and sustainable.

Our Mission

TNC's mission is to conserve the lands and waters on which all life depends. Rather than viewing development — including economic growth — and conservation as contradictory goals, TNC works to demonstrate how nature has value for people and development and how nature can provide enormous economic benefit. TNC envisions a future where people and nature can flourish together.

Our Vision

A world where the diversity of life thrives, and people act to conserve nature for its own sake and its ability to fulfil our needs and enrich our lives.

The Conservancy Team

We achieve this through the dedicated efforts of our 3,800 diverse staff, including more than 600 scientists, all of whom support conservation in 76 countries and all 50 United States. We are striving to develop a workforce as diverse as the places where we work, and we have a deep commitment to diversity.

Organizational History

TNC is the largest conservation organisation in the world, working in all 50 states in the United States and more than 76 countries. It was incorporated as a non-profit organization in the District of Columbia on October 22, 1951. TNC is science-based and in every place, we work, we partner with governments, businesses, and local communities. TNC is advancing its mission by protecting and restoring rivers, landscapes and oceans for people and their development at an unprecedented scale; it is transforming the way humanity uses the Earth's natural resources to sustain ourselves.

About the Employer Organization

Nature Conservancy India Solutions Private Limited (NCIS) is a private limited company incorporated under the Companies Act 2013, having its registered office in India at New Delhi. It is a wholly owned Indian subsidiary of The Nature Conservancy. The company currently provides technical consultancy, monitoring & evaluation and other related services in the domain of conservation and environment to its various clients within and outside India.

YOUR POSITION WITH TNC

The Manager Finance & Compliance (MFC) manages core accounting, finance and compliance activities. MFC will work closely with senior leadership of the organisation and may also participate in critical meetings with donors, partners, Board and external key-stakeholders. The person will manage multiple high-value projects and collaborate with colleagues in India and abroad. The person will lead a team of 4 to 6 members.

The position is based in New Delhi and reports to to Director of Finance & Operations. This is a 3-year position with possibility for renewal subject to performance and management decision.

RESPONSIBILITIES & SCOPE

- Maintain Books of Accounts and other statutory records in accordance with the requirements of Companies Act, Income tax Act, GST, FERA and internal policies and procedures.
- Facilitate strategic dialogues with senior-level stakeholders, in order to articulate a vision, synthesize and plan of action, identify key issues, develop potential solutions, and implement plans to deliver targeted outcomes.
- Ensure compliance with organizational policies and procedures and external (legal) requirements; decisions may have organization-wide impact and bind the organization financially or legally.
- Work closely with accounting team, Company Secretary and legal counsel on legal and regulatory matters including filing of statutory returns and deposit of taxes within the stipulated time. Organise and facilitate board meetings of the organisation and maintain adequate records.
- Direct or participate in negotiations for complex, high profile or sensitive agreements. Support project teams in finalizing contracts and proposal. Review all contracts and proposals and sharing findings.
- Design and lead collaborative, complex, and diversified projects, coordinating the work of other professionals, managing budget, and ensuring accountability.
- Lead new projects relating to system upgradation, internal processes, data security, time allocation, cashflow management, etc.
- Manage and implement strategic initiatives with broad impact by collaborating with key stakeholders to enhance overall performance in accordance with short and long-term objectives.
- Co-lead Annual Planning & Budgeting Process of the organisation. Work closely with Project Leads and Fundraising team on budgets for new proposals and projects.
- Periodically review and revise financial guidelines and respond to the queries of employees relating to financial and travel policy.
- Perform financial analysis, cashflow projections and prepare monthly financial MIS to be shared with team members and/or global office.
- Support DFO in strengthening internal control system and in risk management.
- Carry out due diligence/financial review of vendors, local organizations and monitor their financial reports.
- Collaborate and provide the required financial information to other internal teams – Development, Program, Human Resource and Admin.
- Manage Statutory or other Audits of the organisation and present the key findings with country leadership team.
- Supervise a team of 4 to 6 members, including training, professional development, establishing clear directions, setting “stretch” objectives, and overseeing execution of day-to-day work.
- Support, guide and training staff on the ERP system – (Tally & Insight) and in doing high-level financial analysis.
- Any other project as assigned by the supervisor or other authorised representative of the organization.
- Ability to travel up to 15% of time to field locations in India.

MINIMUM QUALIFICATIONS

- Bachelor’s degree and 7 years related experience or equivalent combination, including 2 years in process management.

- Experience developing and managing multiple cross-functional projects.
- Experience with current and evolving technology and tools related to business process management.
- Experience with organizational change management principles and techniques.
- Experience working with cross-functional teams across multiple organizational levels; and
- Experience, coursework, or other training in principles, practices, and procedures of relevant field.

DESIRED QUALIFICATIONS

- Chartered Accountant, MBA Finance (from premier institutions only) or Company Secretary with 10-15 years of post-qualification experience in Accounting, Financial Reporting, Budgeting and Statutory Compliance.
- Strong planning and multi-tasking skills.
- Multi-lingual skills and/or multi-cultural experience appreciated.
- Maintain confidentiality of frequently sensitive and emotionally charged information.
- Hands on experience of managing books of accounts in a ERP software and compliance requirements of a private limited company.
- 7 or more years of project management experience, ideally directing process initiatives in both short and long lifecycles.
- Ability to make strategic decisions based on analysis, wisdom, experience, and judgment.
- Ability to train on and direct complex processes and procedures.
- Ability to work in partnership with all levels of staff in a collaborative or advisory role to champion process-focused initiatives and implement plans to transition the organization to an improved state.
- Effective communication skills via presentations, conversations, and documents.
- Expert knowledge of current and evolving technology and tools related to business process management.
- Proficiency in synthesizing complex data from multiple sources into a coherent and accurate summary.
- Supervisory experience including setting objectives, managing performance, and conflict resolution.

ORGANIZATIONAL COMPETENCIES

Builds Relationships	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
Collaboration & Teamwork	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
Communicates Authentically	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
Develops Others	Takes ownership to help develop others' skills, behaviours, and mindsets to help them maximize their workplace contributions.
Leverages Difference	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviours to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
Systems Leadership	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skilfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behaviour may be limiting change.

NCIS is an Equal Opportunity Employer

Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colours, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.

HOW TO APPLY:

Visit this link: <https://careers.nature.org/>

To apply to position number **52115**, submit resume (required) and cover letter separately using the upload buttons. **All applications must be submitted in the system prior to 11:59 p.m. IST on 27-September-2022.**

Click “submit” to apply for the position or “save for later” to create a draft application for future submission. Once submitted, applications cannot be revised or edited. Failure to complete required fields may result in your application being disqualified from consideration.

If you experience technical issues, please refer to our [applicant user guide](#) or contact applyhelp@tnc.org.

The successful applicant must meet the requirements of Nature Conservancy India Solutions’ background screening process.