

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters 'iihs' in a white, sans-serif font, with a small 'TM' trademark symbol to the upper right of the 's'. The logo is set against a dark red rectangular background.

**iihs**<sup>TM</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Senior Manager – Finance & Accounts

**About Us**

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

**Job Description**

Reporting to the Chief Financial Officer(CFO), the Senior Manager – Finance & Accounts, will be responsible for overseeing of all finance, accounting and reporting activities. The candidate will be involved in supporting presentations to the board's finance and audit committees and will work closely with the senior leadership team.

The position will lead all day-to-day finance operations and supervise a team of staff members. It will hold functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The position will also be responsible for ensuring that the systems and procedures are in place to support effective programme implementation and conducting flawless audits. The candidate will work closely with Programme leaders and their staff, not only to educate them regarding finance and accounting procedures, but also to explore how the finance function can support operations programme.

In addition, the role will partner with the CFO, Senior Leadership, the Human Resources (HR) and Information Technology (IT) staff to enhance and better integrate Finance, HR, and IT functions.

**Activities and Tasks**

The responsibilities would include, but not be limited to, the following:

- Overseeing all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements;
- Maintaining internal control and safeguards for receipt of revenue, costs, and programme budgets and actual expenditures;
- Coordinating all audit activity;
- Consistently analyzing of financial data and presenting financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress, changes and keep senior leadership abreast of the financial status;
- Assisting leadership in the annual budgeting and planning process; administering and reviewing all financial plans and comparing to actual results with a view to identifying, explaining and correcting variances as appropriate;

- Supporting the CFO in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery;
- Overseeing all financial, project/programme and grants accounting; ensuring that expenditures are consistently aligned with grant and programme budgets throughout the grant/fund period; collating financial reporting materials for government, corporate, and foundation grants;
- Managing organizational cash flow forecasting by working in partnership with the Programme Heads; collaborating with Programme Heads to assess the financial efficacy of programme operations and establish finance and administrative systems to support programme operations;
- Managing and tracking the performance of invested assets, in alignment with the policies and investment guidelines;
- Leveraging strengths of the finance team members; providing clarity on the roles and responsibilities; developing and implementing training programmes to maximize and help them reach optimal individual and organizational goals;
- Providing leadership in strengthening internal communications with staff at all levels throughout the organization; creating and promoting a positive and supportive work environment.

### **Structure and Reporting**

The Senior Manager – Finance & Accounts will report to the Chief Financial Officer (CFO) at IIHS and collaborate effectively with a diverse group of internal teams and external faculty/organizations, and students.

### **Person Specification**

This role is an extraordinary opportunity for a mature leader with a few years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience in gathering, evaluating, presenting and reporting financial information to executive teams and external stakeholders. The candidate will ideally have experience in a complex nonprofit that has multiple programmes.

Other qualifications required for this role, include:

- A minimum qualification of CA with a few years' work experience;
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments;
- A track record in grants management; experience in compliance and reporting of government, corporate and foundation grants is essential;
- Technology savvy with experience in selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software;
- Commitment to recruiting, mentoring, training, and retaining a diverse team, with a foresight and ability to delegate accordingly;
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting;

- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners;
- Ability to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Knowledge on FCRA administration;
- Implementation knowledge of ERP systems desirable;
- Experience in leading and coaching a team and working closely with the Organization's Leadership/Executive teams is essential;
- Personal qualities of integrity, credibility, and unwavering commitment to Organization's mission;
- A proactive, hands-on strategic thinker who in partnership with the CFO, will take up the responsibility for finance.

***Only candidates drawing a salary of less than INR 12 Lakhs CTC may apply.***

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

#### **Location**

This position is based in Bengaluru and may entail travel to other locations in India.

#### **Review and Assessment**

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

#### **Diversity Policy**

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

#### **Contact**

Please email an updated resume, along with a cover letter addressing how you meet the above requirements, to [hr@ihs.co.in](mailto:hr@ihs.co.in) (Subject: Senior Manager – Finance & Accounts).



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