

Job Description - Finance Officer

Location: New Delhi, India

Reporting to: Finance Manager

Duration: Full-time

Role Overview

We are seeking an experienced **Finance Officer** to manage and oversee financial operations independently. The ideal candidate should have strong expertise in NGO accounting, statutory compliance, and donor-related financial management.

Key Responsibilities

- Maintain complete books of accounts using **Tally**
- Handle **FCRA accounts**, compliance, reporting, and filings
- Prepare and file **TDS returns** and ensure timely tax compliance
- Manage **Income Tax-related matters** and statutory filings
- Coordinate and handle **internal and external audits**
- Prepare **Monthly MIS reports** for management and donors
- Manage **payroll processing** using salary/payroll software
- Ensure compliance with **Income Tax Act and FCRA rules**
- Maintain proper documentation and financial records
- Work independently and meet deadlines under pressure

Desired Profile

Experience & Skills

- Minimum **4–5 years of relevant experience**, preferably in the **NGO sector and CA Firm**
- Strong working knowledge of **Tally**
- In-depth understanding of **FCRA regulations**
- Hands-on experience with **TDS, Income Tax, and audit handling**
- Experience in preparing **MIS and financial reports**
- Familiarity with **salary/payroll software**
- Ability to handle work pressure and manage responsibilities independently
- Strong analytical and organizational skills
- Advance Excel (Must)

Preferred Candidate Profile:

- Prior experience working with **NGOs / Trusts / Societies**
- Updated knowledge of **Income Tax and FCRA amendments**
- Detail-oriented and compliance-focused.

How to Apply

- Please fill out the application form by clicking on this link:
<https://forms.gle/NUksJcGZZpUcsjmAA>
- Alternatively, email recruitment@satyarthimovement.org with: CV/Resume and Cover letter (max 2 pages)

About Satyarthi Movement for Global Compassion (SMGC)

At the Satyarthi Movement for Global Compassion, we believe compassion is not a soft emotion — it is a powerful force for transformation. We are building a world where compassion shapes how individuals, institutions, and societies think, decide, and act.

Our Verticals

SMGC's work is spread across three verticals:

- **Ignite:** Learning and leadership programs for individuals, institutions, and societies, anchored in the Satyarthi Compassion Quotient™ (SCQ) - a proprietary framework to evaluate, cultivate, and enhance Compassion
- **Impact:** Catalysing grassroots transformation by empowering children, youth, and women with a focus on democratic participation and sustainable impact. Our initiatives are targeted at dismantling structural oppression, child exploitation, and gender discrimination, amongst other social challenges
- **Inspire:** Creating meaningful dialogue and discourse with Nobel Laureates, change makers, thought leaders, and community voices to drive urgent, collective action to the grand challenges of humanity