



Bombay Natural History Society (BNHS)

Position: Finance Head

Type of engagement: One-year contract (extendable)

Reporting: Director

Salary: Up to INR 85,000/-

Experience: More than 7 years of experience in Accounts, Finance management with Government or semi-government or large Corporate houses. Should have handled annual budgets above INR 25 Crore. Certificate of proficiency in Tally erp 9, online payroll software like easy PAY, easyTDS, and other relevant software. Should have a regulatory understanding of the Bombay Public Trust Act 1950, Society's Registration Act 1886, FCRA 1976, and other relevant financial acts.

Qualification: Bachelor/Master in Commerce

Professional Qualification: CA/CMA (preferable)

Key Performance area:

	Finance Head
1.	To take care of finances of the Society.
	Income Tax
1.	Preparation of final accounts, including computation of income.
2.	Filing of income tax returns.
3.	Attending TDS Queries from the Income Tax Department.
4.	Attending to Income Tax scrutiny/assessment.
5.	Application for TDS exemption under section 197.
6.	Liaising with the statutory auditor for a tax audit.
	FCRA
1.	Preparation of final accounts for FCRA.
2.	Filing of FCRA returns.
3.	Uploading details of foreign contributions on the website per quarter.
4.	Liaising with the statutory auditor for FCRA Audit.
5.	FCRA Renewal – Application filing every five years.
	Charity Commissioner's Office
1.	Preparation of BNHS internal budget and the budget to be submitted to the Charity Commissioner's office.
2.	Filing budget to the Charity Commissioner's office.
3.	Preparing final accounts for Charity Commissioner's office.
4.	Filing Charity Commissioner Return in IX-C.
	GST and TDS
1.	Monthly and annual return verification and approvals
	Other Responsibilities
1.	Review of the project proposals and memorandum of understandings to be signed for implementation of projects from the funds point of view.
2.	Keeping track of Society's investments.

3.	Management of funds in both restricted and unrestricted areas.
4.	Provide financial information, support, and analysis through management reporting to the Director, Governing Council, Office Bearers, and to the Heads of the Departments.
5.	Assist the Director to review departmental performances against the annual budget.
6.	To keep the Director informed on the issues, trends, and changes in the financial operation.
7.	Providing assistance to the staff in budgeting, identifying and allocating resources, and whenever necessary, addressing financial difficulties, challenges, and opportunities.
8.	Verification and follow-up for HR documents for salary processing, annual TDS computation, and investments verification. Calculation of arrears.
9.	Convenor of the Finance, Fundraising & Accounts Committee
10.	12A, 80G Renewals every five years
11.	To approve online statutory payments like TDS, PF, and PT.

General Instructions:

Interested candidates can send their application via email with a detailed CV by 18th December 2023 to HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001. Contact no. 9137273106.

Email: cv.hr@bnhs.org

BNHS reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

BNHS website: www.bnhs.org