

**Bombay Natural History Society (BNHS)**

***Requires***

**Finance Head (Advt. No. 008/25)**

**About BNHS**-The Bombay Natural History Society, India’s premier environmental organization engaged in conservation of nature, research in natural history/wildlife, since 1883. The BNHS announces the following vacancy in Mumbai, Maharashtra.

**Position:** Finance Head

**Type of engagement**: One-year contract (extendable)

**Reporting**: Director

**Salary**: INR 80K to 1.20 lakh - Negotiable

**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:**

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|  | **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** |

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| 1. | Monthly and annual return verification and approvals |
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|  | **Other Responsibilities** |
| 1. | Review of the project proposals and memorandum of understandings to be  singed 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:**

1. Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg. **008/25 - Application for the post of Finance Head** and email the completely filled in application on: [cv.hr@bnhs.org](mailto:cv.hr@bnhs.org).
2. BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.