

### Finance Executive

The Red Dot Foundation Group works at the intersection of gender, technology, communications, data and urban planning and Safecity is its flagship program.

Safecity is a platform that crowdsources personal stories of sexual harassment and abuse in public spaces. This data which may be anonymous, gets aggregated as hot spots on a map indicating trends at a local level. The idea is to make this data useful for individuals, local communities and local administration to identify factors that cause behavior that leads to violence and work on strategies for solutions.

Since our launch on 26 Dec 2012 we have collected over 40000 reports from all over India, Kenya, Nepal and other countries.

|                             |   |
|-----------------------------|---|
| <b>Job Title:</b>           | Finance executive   |
| <b>Type of Employment:</b>  | Contract  |
| <b>Report to:</b>           | CEO   |
| <b>Working environment:</b> | <ul style="list-style-type: none"> <li>• Mumbai based</li> <li>• Work from home</li> <li>• This position may involve some weekend work. Time in lieu is tracked/granted for work undertaken on weekends with prior approval from the reporting manager.</li> </ul>  |
| <b>Qualifications:</b>      | <ul style="list-style-type: none"> <li>• Graduate in Finance, Accounting or Economics. Education background or lived experience in a Finance field is an asset.</li> <li>• Knowledge of financial regulations</li> <li>• Excellent analytical and numerical skills</li> <li>• Sharp time management skills</li> <li>• Strong ethics with an ability to manage confidential data.</li> <li>• Advanced MS Excel skills</li> <li>• Flexibility and willingness to undertake a variety of tasks.</li> <li>• Ability to prioritize and manage multiple deliverables under tight deadlines.</li> <li>• Excellent team player who displays high standards of professional behavior and ethical standards.</li> </ul> |

|                        |          |
|------------------------|----------|
| <b>Date of joining</b> | November |
|------------------------|----------|

**Key Responsibilities:**

**Finance**

- Keep accurate records for all daily transactions.
- Prepare balance sheets
- Process invoices
- Record accounts payable and receivable
- Update internal systems with Financial data
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Track bank deposits and payments
- Maintain and update budget
- Contribute to financial audits
- Maintain records and receipts for all daily transactions
- Oversee the preparation and planning of budgets
- Review and implement financial policies
- Checking the vouchers sent from employees for reimbursements
- Suggest pay and compensation structures
- Coordinate employee reimbursements and vendor payments.

Sound like you? Here's how to apply:

Send your resume to [hr@reddotfoundation.org](mailto:hr@reddotfoundation.org) by October 31, 2022, at 23:59 hrs IST. Late applications will not be accepted. Only candidates selected for an interview will be contacted.

For more information about the organization and our work, please visit our [website](#).