



Finance Associate

Job Description

About Myna Mahila Foundation

Myna Mahila Foundation is a women's health and livelihoods organisation working at scale across India. Founded in Mumbai, Myna operates across Maharashtra, Andhra Pradesh, Karnataka, and Haryana, with active partnerships across state governments, multilateral funders, and corporate philanthropies. Myna's work spans menstrual health, reproductive and sexual health, livelihoods generation for low-income women, and a digital health worker programme (Bolo) that has reached over 16,000 women in its first year. The organisation is in a moment of significant geographic expansion.

We implement a Women's Agency Program, which empowers women in urban poor communities by increasing their health autonomy and economic independence. This program operates through local Women's Empowerment Hubs — both physical centers and digital platforms — providing accessible spaces for comprehensive health education, healthcare services, and skill-building economic opportunities.

Job Summary

The Finance Associate is responsible for supporting the organization's financial operations by maintaining accurate accounting records, processing financial transactions, ensuring compliance with statutory requirements, assisting in audits, and providing administrative support. The role requires strong accounting knowledge, attention to detail, and the ability to coordinate effectively with internal teams and external stakeholders.

Budget for the role: Up to 3 LPA

Minimum years of experience:- 3 years

Key Responsibilities

1. Accounting & Bookkeeping

- Record day-to-day accounting transactions in Tally ERP 9.
- Prepare payment vouchers, receipts, journal entries, and bank entries.
- Process vendor payments and employee reimbursements in a timely manner.
- Maintain accounts payable and accounts receivable records.
- Perform regular bank reconciliations and maintain cash and bank records.
- Maintain fixed asset registers and depreciation schedules.
- Ensure accurate and timely recording of all financial transactions.

2. Financial Reporting

- Prepare monthly MIS reports and other management reports.
- Assist in the preparation of financial statements and supporting schedules.
- Monitor and coordinate monthly expense reporting with various departments.
- Support month-end and year-end closing activities.

3. Compliance & Audit Support

- Support statutory compliance related to GST, TDS, Income Tax, and other applicable regulations.
- Assist in Statutory Audits, Internal Audits, FCRA Audits, and other financial reviews.
- Ensure compliance with organizational policies and financial procedures.

4. Documentation & Record Management

- Maintain proper filing and documentation of invoices, vouchers, receipts, and supporting records.
- Ensure financial documents are organized, updated, and readily available for audits and reviews.

5. Stakeholder Coordination

- Coordinate with banks, auditors, vendors, and service providers as required.
- Liaise with internal teams to ensure timely submission of financial information and expense reports.

6. Administrative Support

- Support day-to-day administrative activities related to finance and office operations.
- Perform additional finance, accounting, and administrative tasks assigned by the Finance Manager.

Qualifications

- Bachelor's degree in Commerce, Accounting, Finance, or a related discipline.
- 2–4 years of experience in accounting and finance operations.
- Proficiency in Tally ERP 9 and Microsoft Office applications, particularly Excel.
- Working knowledge of GST, TDS, Income Tax, and audit processes.

Skills & Competencies

- Strong accounting and bookkeeping skills.
- Good analytical and problem-solving abilities.
- Attention to detail and high level of accuracy.
- Strong organizational and documentation skills.
- Effective communication and coordination abilities.
- Ability to manage multiple priorities and meet deadlines.
- Integrity, confidentiality, and professionalism.

Preferred Qualifications

- Experience working with NGOs, trusts, societies, or non-profit organizations.
- Familiarity with FCRA regulations and reporting requirements.
- Experience in financial reporting, compliance, and audit coordination.

How to Apply

Please share your updated resume at work@mynafoundation.com.