



Finance Manager

About Life-Lab

Learning Is Fun & Experiential (LIFE) Lab envisions a world in which every child enjoys learning and lives with a scientific attitude. We seek to make learning engaging and relevant for students as well as to empower educators to create self-sustainable experiential learning environments. Thus, at Life-Lab, we innovate simple products that spark creativity and problem-solving skills in children and devise effective pedagogical processes that enable teachers to enhance their own knowledge, skills, and mind-sets to facilitate holistic learning. To learn more about the organization, please visit:

www.life-lab.org

Position Summary

Finance Manager is responsible for managing end to end financial control & monitoring for the organisation. He will also support the executive management team by offering insights and financial advice that will allow them to make the best business decisions for the company.

Key Responsibility Area

- Financial Management & Reporting
- Business & Analytics
- Budgeting
- Risk Management
- Systems
- Relationship Management
- Team Management

Roles & Responsibilities

- **Financial Management & Reporting**
 - Develop, streamline & enhance financial management and reporting process
 - Coordinating with CEO for cash flow requirement and ensuring timely disbursal of funds
 - Collaborating & preparing timely & accurate consolidated monthly and annual financial reports for all the departments i.e. Production, Program, R & D and CRM
 - Maintaining the detail of admin expenses and operational expenses and suggest corrective actions to correct any anomalies
- **Business & Analytics**
 - Provide timely & robust financial analysis like per school visit cost, event cost, etc.
 - Provide operational financial data & reports to the CRM team
 - Providing support to functional heads in optimising the costs of their operations like shipping cost, printing cost, etc.
- **Budgeting**
 - Develop budget for all running programs for the academic year in collaboration with Program Manager
 - Monthly financial monitoring & reporting of the Projects

For more info, log on to www.life-lab.org

Finance Manager

- **Risk Management**
 - Develop and review robust and effective financial policies & control procedures
 - Develop risk management processes & strategies to enforce financial discipline and avoid any financial malpractices
 - Ensuring that internal control & systems are effective and efficient and continuously make changes as required
- **Systems**
 - Review and if appropriate, develop & implement information systems to meet organisation's need which may include
 1. Vendor Information & payment management systems
 2. Accounts payable & receivable management systems
 3. Financial System
 4. Human resource payroll system
- **Relationship Management**
 - Develop & maintain effective communication and good working relationship with internal stakeholders i.e. HR, CRM, Sales & Operations Team
 - Develop & maintain effective communication and good working relationship with external stakeholders i.e. Vendors, CA, etc.
- **Team Management**
 - Managing Finance Team manager effectively in accordance with organisation HR policies & processes
 - Ensure that team members maintain excellence in their roles and have opportunities for professional development

Knowledge Area

- Financial Management & Control
- Financial Planning & Analysis
- Statistics and Data Analysis
- Demonstrated advanced technical Financial experience
- Accounting

Competencies

- Self-starter
- Ownership
- Adherence
- Objectivity (in decision making, in assessment, during conflicts, etc.)
- Building working relationships
- Planning & organising
- Eye for detail

Qualification & Experience

- Minimum qualification: B.Com/BBA/MBA
- Minimum experience of 2-3 years in Financial Planning & Analysis role
- Excellent MS-Excel & presentation skills



Finance Manager

Location

Pune

Compensation

As per industry standards and experience of the candidate

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Candidates with relevant experience and interests are welcome to apply

To apply, please email your CV to info@life-lab.org