

JOB DESCRIPTION

Position	Manager-Finance
Work Location	Mumbai
Employment	Payroll

About ARMMAN

Founded in 2008, ARMMAN is a non-profit leveraging mobile health (mHealth) technology to create scalable, cost-effective, equity-based and gender-transformative, non-linear, systemic solutions to reduce maternal and child mortality and morbidity in India. We work directly with pregnant women and mothers to improve their health seeking behaviour while building capacities of health workers at all levels to ensure efficient antenatal and childhood care, and timely diagnosis, management and referral of high-risk conditions during pregnancy and infancy.

We adopt a “tech plus touch” approach leveraging the deep mobile penetration in the country, along with existing health worker networks of the government and partner NGOs to improve health outcomes.

- Interventions implemented by ARMMAN have reached over 81M women and 554,592 health workers across 27 states to date
- ARMMAN has received several awards and honours including the Skoll Award for Social Entrepreneurship 2020 and MIT Elevate Prize 2021, as well as grants from Co-Impact, Google.org, USAID, and others.

Role Overview

We are looking for a finance professional to partner with program teams in budgeting, financial planning, donor fund management, MIS and financial reporting, and performance analysis to drive informed decision-making. The role will lead the preparation of timely and accurate MIS reports and dashboards, monitor budgets, ensure compliance, strengthen financial controls, and deliver actionable insights that enable efficient and impactful program execution.

Roles and Responsibilities

- Prepare, review, and monitor annual budgets, forecasts, and financial plans for the program.
- Track budget vs actuals for program wise spending, identifying variances and providing actionable insights
- Support internal and external audits as & when required.
- Track donor funding utilization and ensure financial compliance with grant agreements.
- Prepare donor-specific financial reports and dashboards as required by the programs.
- Analyze funding utilization & spending patterns, and assist program Directors in driving the key agenda to reduce the differences.
- Conduct financial and operational analysis to identify trends, risks, and efficiency opportunities.
- Partner with programs understand the program plan for the month/ quarter to support decision-making.
- Discuss the Act vs budget results with the Program teams & create financial awareness within the teams
- Review and verify bills, invoices, reimbursement claims, and supporting documentation for

- accuracy and compliance.
- Collaborate with the corporate Finance team to build robust internal controls and documentation for all financial transactions.

Qualification & Skills

- Bachelor's degree in Finance, Accounting, Commerce, or related field. Inter CA / MBA preferred
- 5+ years of experience in financial management or business analysis, preferably in an NGO or donor-funded environment.
- Strong understanding of grant compliance, donor reporting, and audit processes.
- Advanced Excel skills; experience with accounting. Knowledge of Tally would be an advantage.
- Excellent analytical, problem-solving, and communication skills.
- High attention to detail, integrity, and ability to meet tight deadlines.
- Has an audit mindset & can work collaboratively with multiple teams.

How To Apply

- Interested candidates please send the application with your updated resume to careers@armman.org
- Please use "Manager-Finance" as the subject line for the application mail.