

**Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra**  
**(Mangrove Foundation)**

**TERMS OF REFERENCE**

<b>Title of the Position</b>	<b>Assistant Director, Finance</b>
<b>Organization</b>	<b>Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra</b>
Professional fees	Rs. 50,000/- per month (consolidated)
Headquarters	Mumbai
Nature of Engagement	Temporary, on contractual basis
Duration	1 year (extendable, based on performance)
Duty Station	Mumbai

**BACKGROUND**

To achieve the goals of coastal and marine biodiversity conservation in Maharashtra, a dedicated institution, the Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra (or Mangrove Foundation) has been established by the Government of Maharashtra to focus on research and education, livelihood development, ecosystem conservation, policy development and interventions enabling participatory conservation of this unique ecosystem.

The foundation has the following specific objectives:

1. To protect, preserve, conserve, regenerate, restore, enrich and maintain the biodiversity of coastal, island, wetland and marine, having direct or indirect impact on human life.
2. To promote livelihoods, culture, socio-economic development such as ecotourism and rights of communities dependent on these ecosystems.
3. To build research and academic capacity in the field of coastal, island, wetland and marine ecosystems that will inform policy-making, act as a repository of information and build the foundation for capacity building and welfare programs.
4. To contribute to the overall goal of coastal, island, wetland and marine conservation and be recognised as an institute of repute in the above said themes.

**JOB DESCRIPTION**

The Assistant Director, Finance, shall be carrying out all financial management, budget, accounts and audit related activities under the supervision of the Joint Director and Executive Director of the Foundation.

## **DUTIES AND RESPONSIBILITIES**

- Provide support to the officers of the Foundation, and lead the Finance Officer to ensure smooth handling of accounts, payments, budget, fund and financial matters.
- Develop and update standard operating procedures related to financial matters for the Foundation.
- Manage finance & accounts for the Foundation and individual projects including timely flow of funds for activities/projects commissioned by the Mangrove Foundation.
- Ensure regular payments of salary, consultancy fees, allowances, and reimbursements fees to staff and project officers.
- Ensure smooth fund flow for various project initiatives; coordinate with officers of the Foundation in financial monitoring of the scientific studies, pilot projects, development initiatives etc.
- Prepare and submit periodical progress and expenditure reports to the Joint Director and Executive Director, including monthly and quarterly expenditure statements, Bank Reconciliation statement, Monthly Monitoring Calendar, QPR & Annual Report.
- Ensure compliance with necessary financial procedures and rules of the Foundation and Government of Maharashtra for purchases, procurements and all payments.
- Oversee and manage regular audits for the Foundation, and ensure compliance of accounts and finance as per auditory requirements.
- Travel to project sites as and when required.
- Should be familiar with labour Laws, Provident Funds Procedure, ESIS Procedure and other government laws. Coordinate with officers of the Foundation and help in compliance with all applicable labour laws in the Foundation.
- Any other duties as decided and approved by the Joint Director and Executive Director of the Foundation.
- The Assistant Director, Finance shall work under the overall guidance and supervision of the Joint Director and Executive Director of the Foundation.

## **ELIGIBILITY**

CA / CA (Inter)/M Com with minimum relevant experience of 3 years for CA / CA (Inter) and 5 years for M Com.

## METHOD OF APPLICATION

Applicants are requested to download and electronically fill the “**Application Form for Contractual Positions under the Mangrove Foundation**” (available at <https://sgnp.maharashtra.gov.in/1206/Tenders>) and send a PDF version of the completed form, via email, to [hr.mangrovefn@gmail.com](mailto:hr.mangrovefn@gmail.com), or a printed copy of the completed form, by post or hand delivery, to **The Executive Director, Mangrove Foundation & APCCF, Mangrove Cell, 2nd Floor, A Wing, SRA Building, Anant Kanekar Marg, Bandra (East), Mumbai – 51.**

Please note the following points during application, failing which your application will not be considered for selection.

1. Applications must be submitted only in the above form, no other formats will be considered. Hand-written forms will not be accepted.
2. Please mention the name of the post in the subject of your email or on the envelope in this format: ***Application for <name of the post>***.
3. Only shortlisted candidates will be contacted.
4. The **last date of application is 15<sup>th</sup> January 2018, 17:00 hrs (IST)**. Applications received beyond this deadline will not be considered.

The Foundation reserves the right to reject any application without assigning any reason thereto.