

Job description: Finance Coordinator

Position	Finance Coordinator
Nature of employment	3 year contractual
Location	Mumbai (not remote)
Reports to	Joint Project Director

About us

FOGSI is looking to hire a **Finance Coordinator** to join its Program Enablement Unit for Project MUKTA (PEU-M) which has been set up under a grant from a family philanthropic foundation (referred to as '**Donor**') to work on Thalassemia prevention.

About FOGSI

FOGSI (Federation of Obstetric and Gynaecological Societies of India) comprises leading Indian obstetricians and gynecologists. With over 46,000 members and 286 societies nationwide, FOGSI champions excellence in women's healthcare by setting high standards for care, promoting education and research, advocating for maternal and child health, and empowering healthcare professionals through ongoing education and development.

About Project MUKTA

Under Project MUKTA (Mission to Unite and Keep Thalassemia Away), FOGSI, in collaboration with partners, will engage private-sector health providers in 40 cities across 5 states to prioritize screening for Thalassemia among pregnant women. Over three years, project MUKTA aims to:



1

Launch **Good Clinical Practice Recommendations (GCPR)** and create capacity-building modules to enhance clinical knowledge and standards of care for prevention and management of Thalassemia



2

Consolidate a **comprehensive body of evidence** on the screening, diagnosis, and management of Thalassemia, to develop an evidence-informed pathway towards Thalassemia-free births



3

Develop **strategic partnerships** with private clinics and obstetricians to prioritize adoption of **GCPR** on Thalassemia prevention, early screening, and timely diagnosis during pregnancy



4

Promote **early screening and best practices in Thalassemia management** within the private sector and in national health programs, creating momentum for widespread adoption across the country

About the Opportunity

We are seeking a highly motivated and experienced professional to join FOGSI's Program Enablement Unit for Project MUKTA (PEU-M) as a Finance Coordinator. The PEU-M will provide critical support across program management, field-level program delivery, financial management, research and evidence building, content development, communications, and advocacy.

The Finance Coordinator's responsibilities will include leading financial management for Project MUKTA, ensuring timely budgeting, tracking of finances and disbursements.

Why work with FOGSI's PEU?

India is currently the Thalassemia capital of the world, with 10,000 - 15,000 children born with Thalassemia Major every year. Join FOGSI's PEU-M to contribute meaningfully to reducing this number and making India Thalassemia-free. As a part of Project MUKTA, you will:

- Strengthen clinical practices and promote early screening for Thalassemia at private healthcare facilities
- Help develop strategic partnerships focused on preventing Thalassemia births
- Engage with seasoned healthcare professionals and public health experts for impactful programs
- Gain valuable experience in stakeholder management, program management and strategy
- Be part of a prestigious collaboration committed to ensuring zero Thalassemia births
- Collaborate with diverse partners across domains including healthcare, diagnostics, and policy and advocacy

Job Responsibilities

1. Financial Management and Reporting

- Maintain accurate and complete financial records for Project MUKTA in accordance with FOGSI's accounting policies and procedures, as well as Donor requirements
- Maintain and update financial records, including ledgers, invoices, receipts, and payments
- Assist the PEU-M with financial management tasks for the project, including budget tracking, forecasting, and cost control
- Support disbursement management for city-level activities and training events
- Prepare financial reports (e.g., budgets, variance reports, grant reports) to support project monitoring and decision-making by the PEU-M
- Prepare project-specific financial reports for submission to the Donor

2. Transactions and Invoicing

- Process financial transactions (accounts payable/receivable, payroll, etc.) related to Project MUKTA in compliance with the regulations



- Meet all contractual deadlines for invoice processing
- Implement a 3/2 way matching process to ensure accurate invoice payments for open purchase orders/contracts
- Manage and execute weekly, monthly, and ad-hoc payment runs with a high degree of accuracy and attention to detail

3. Auditing

- Liaise with external auditors during audits of Project MUKTA
- Conduct thorough and accurate audits of employee T&E claims, ensuring compliance with FOGSI policies

4. Other accounting-related duties for Project MUKTA as assigned

Required Qualifications and Qualities

The ideal candidate would possess the following:

1. Bachelor's degree in Accounting, Finance, or a related field.
2. Minimum 3 years of experience in an accounting role
3. Strong understanding of accounting principles and practices (GAAP or IFRS preferred).
4. Proficiency in accounting softwares (ERP, Tally etc)
5. Proficient in Microsoft Office Suite particularly Excel and use of pivot tables
6. Excellent analytical and problem-solving skills.
7. Strong attention to detail and accuracy.
8. Ability to work independently and as part of a team.
9. Demonstrated ability to meet deadlines and deliver high-quality work.
10. Outstanding verbal and written communication skills (in English) with attention to detail
11. Ability to work in an agile and adaptive, entrepreneurial environment
12. Humility, willingness to listen, learn and adapt

Preferred Qualifications

1. Experience working with project financial management
2. An individual holding CA inter certification is preferred
3. Can speak in Hindi and Marathi

[Apply here!](#)

Note

1. Please submit applications **ASAP**.
2. This is a contract position for three years, potentially extendable.
3. Three-month probation; unsuitable candidates will not be confirmed.
4. If shortlisted, expect a response within 15 working days. If not contacted, your profile may not have been shortlisted, but we'll keep it for future openings.



FOGSI - An equal opportunity employer

FOGSI is committed to diversity, equity, and inclusion, valuing all applicants regardless of background. Our workplace fosters respect and celebrates diversity. All applications are welcome and will be fairly evaluated based on job requirements.