



**Position title:** Finance Controller

**Reports to:** Chief Operating Officer (COO)

**Shop for Change Fair Trade**, a not-for-profit social enterprise, is India's first and only fair trade label – an on-product mark of assurance that small farmers get a fairer deal and the environment is cared for. 80% of India's farmers are small and are exploited by middlemen, barely earning INR 2500 p.m. Shop for Change certifies small farmer groups against its fair trade standards and then connects them directly to retailers / brands or even consumers, thus ensuring a win-win proposition for all.

Cotton is the first fair trade certified product where we have partnered with leading brands such as *Shoppers Stop, ColorPlus and Anita Dongre*. This year Shop for Change is working with six food farmer groups across India and has successfully tapped the corporate gifting market to start with by enabling farmer groups to sell over 11,000 food hampers. *Aditya Birla Group, Thomas Cook, DHL, Axis Mutual Fund, Hexaware, and Etihad Airways*, among others, bought these to gift to their employees/customers. Luxury hotels like *Four Seasons* have also come on board. Shop for Change is in parallel working towards building a consumer movement for fair trade and has been extensively covered in mainstream media (<http://shopforchange.in/media.htm>). Please visit [www.shopforchange.in](http://www.shopforchange.in) for more information.

### **Job responsibilities**

This role involves setting up and managing systems across Administration, Finance & Accounts, and I.T. viz.

#### **Finance & Accounts (F&A)**

- Making and monitoring budgets
- Book-keeping
- Managing Petty Cash and banking transactions
- Finalising accounts and co-ordinating audit of accounts
- Preparing a comprehensive checklist for and managing legal compliances (viz. Company Law, FCRA, Income Tax, Service Tax) and representing the organisation before regulatory authorities as required
- Setting up and managing MIS including reports to top management, Board of Directors and Donor organisations on budget vs. actual, legal compliances etc.

#### **Administration (Admin) & Information Technology (I.T.)**

- Setting up & administering policies for travel, procurement and other routine administrative matters
- Administering a payroll administration system (e.g. attendance & leave policy & records)
- Overseeing facility management (housekeeping, pantry, office boy, etc.)
- Co-ordinating upkeep / maintenance of office assets such as Air Conditioner, Water Purifier, Refrigerator etc.
- Shortlisting vendors for recurring procurement needs (e.g. stationary including visiting cards) and managing the procurement process
- Setting up and administering policies for managing key documents and files (both hard copy and soft copy)
- Co-ordinating meetings with Board of Directors or other stakeholders and minuting such meetings
- Acting as an executive assistant (e.g. analysis of data for decision making) to COO
- Liaise with IT vendor/s for maintenance and upgrade of IT systems such as LAN, Visiting Card Scanner, Document Management System, automated Attendance Recording System
- Setting up and administering IT policies such as access to internet, back up etc.

### **Desired candidate profile**

- Chartered Accountant (CA) / CA – Inter / ICWA / CS preferred
- Prior experience in managing accounting and administration in a small / medium organisation
- Hands-on (able to manage the role independently without a team)
- Self-starter (able to perform effectively with minimal supervision)

Interested candidates may send a covering letter and updated resume to [jobs@shopforchange.in](mailto:jobs@shopforchange.in) (mention the position applied for in the subject line).