



Job Title: Account Manager (Contractual – 1 Year)

Location: Mumbai, India

Organization: Mumbai First

Reports to: Chief Executive Officer, Mumbai First

About Mumbai First

Mumbai First is a not-for-profit organization working towards making Mumbai a better place to live, work, and invest in, through partnerships between government, industry, and civil society. The organization focuses on key areas such as urban governance, environment, public health, resilience, and sustainable development.

Position Overview

Mumbai First is seeking a qualified and detail-oriented **Account Manager** to oversee financial management and compliance for projects supported by the Bill & Melinda Gates Foundation and other donors. The role involves managing accounting systems, ensuring adherence to FCRA and statutory regulations, and supporting audits, financial reporting, and compliance requirements. This is a contractual position for one year, renewable based on project requirements and funding availability.

Key Responsibilities

1. Financial Management & Accounting

- Maintain accurate books of accounts as per organizational and donor requirements.
- Manage all project-related financial transactions, payments, and reconciliations.
- Prepare monthly, quarterly, and annual financial statements and reports.
- Monitor budget utilization and ensure spending aligns with approved project budgets.

2. FCRA Compliance

- Ensure full compliance with FCRA (Foreign Contribution Regulation Act) rules and reporting requirements.
- Maintain separate accounts for FCRA funds and prepare utilization reports as required by law.



- Coordinate with auditors and authorities for timely submission of FCRA returns and renewals.

3. Statutory & Donor Compliance

- Ensure adherence to statutory requirements including TDS, GST, PF, and other applicable laws.
- Prepare and submit donor financial reports as per grant agreement timelines and formats.
- Support internal and external audits and ensure timely resolution of audit observations.

4. Coordination & Documentation

- Liaise with project teams, vendors, and donors for financial documentation and approvals.
- Maintain proper documentation for all financial transactions and compliance records.
- Assist management in financial planning, budgeting, and forecasting.

Qualifications and Experience

- Educational Qualification: M.Com / MBA (Finance) / Chartered Accountant (Inter) / equivalent degree in Accounting or Finance.
- Experience: Minimum 5 years of relevant experience in accounting, preferably in NGOs or development sector organizations handling FCRA funds and donor reporting.
- Strong knowledge of FCRA, Income Tax, and NGO financial regulations.
- Experience in handling donor-funded projects and familiarity with grant financial management.
- Proficiency in Tally, MS Excel, and other accounting software.
- Excellent attention to detail, analytical skills, and ability to meet deadlines.

Contract and Compensation

- This is a contractual position for one year, extendable based on project requirements.
- Compensation: Negotiable.

Application Process

Interested candidates may send their CV and cover letter to info@mumbaifirst.org with the subject line "Application for Account Manager – Mumbai First" by 20th November, 2025.