



MAP
Sua House
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Finance Officer / Manager

Reports to: Head of Development

Role type: Full-time

Location: Bangalore

Application deadline: Feb 28, 2023

Commencement date: As soon as possible

About MAP

The Museum of Art & Photography (MAP) is a new and innovative art museum opening in Bangalore in 2022. MAP's mission is to take the arts to the heart of the community making it accessible to the widest possible audience. MAP is custodian to a growing collection of over 20,000 artworks, predominantly from India and dating from the 12th century to the present. Its 43,000 sq. ft. flagship site will include five galleries, an auditorium, an art and research library, an education center, a multimedia center and a specialised research and conservation facility.

Role Overview

MAP is looking for a Finance Manager to play a key role in a busy and fast-paced environment. The successful candidate will have at least 4 years of hands-on experience in finance and accounts. The incumbent will be the central point of contact for all teams at MAP on Finance with good knowledge of statutory and compliance requirements in a not-for-profit especially able to manage finance related to grants. As a proactive member of the team one should be able to multitask and deliver within set deadlines to enable successful operations of MAP.

Duties and Responsibilities

Finance

All finance and accounts duties and responsibilities will be carried out alongside the SUA House accounts department

Manage and deliver all finance and accounts-related tasks, including but not limited to the following:

- Collaborating with the Directors and Head of Development in preparing and maintaining yearly budgets and forecasts
- Producing monthly management accounts
- Preparing end-of-year accounts
- Book-keeping and monthly and annual reconciliation with bank accounts

- In charge of accounts receivables and payables
- Implementing the office petty-cash system
- Implementing and maintaining an expenditure tracking system
- Raising invoices, purchase orders, and quotations and liaising with the finance team to ensure payments are processed on time
- Preparing quarterly financial reports to be presented at Board meetings
- Preparing Utilisation Certificate for donors
- Preparing Credit Card statements
- Preparing payroll and payslip
- Keep the organization updated on statutory compliance requirements and fulfill obligations to taxation needs as per statute.
- Administer all financial information pertaining to MAP and its sister charity in the US

The services outlined above are not meant to be an exhaustive list of tasks. The Employee is expected to carry out any other related duties that are necessary for the optimum functioning of the organization as a whole within the employee's skills and abilities whenever a need is pointed out, becomes apparent, or as reasonably instructed.

Skills and experience

Essential

- Having at least 4 years' experience in a similar role
- Confident in managing accounts functions
- Good writing and spoken English skills
- A professional, flexible and proactive attitude
- Ability to work independently with very minimal supervision
- A team player, who works collaboratively and constructively

Desirable

- Able to converse in Kannada and understand local languages and Hindi
- Experience of working in a not-for-profit organization
- An interest in the arts
- Able to join ASAP

Equality & Diversity

MAP is an equal opportunities employer. We oppose all forms of discrimination and believe that all people, regardless of their identity or membership of any group deserve to be treated equally, consistently and fairly.

We welcome creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work.