

Chief Finance Officer (CFO)

Details about the job opening: The Bombay Natural History Society (BNHS), India's oldest NGO dedicated to conserving flora and fauna, is seeking a Chief Finance Officer (CFO) to lead financial planning, audits, compliance, donor reporting, and fund management. The role requires working with government agencies and funding bodies while ensuring transparency and strategic support for BNHS's conservation mission.

Job Specification for CFO: The CFO will be responsible for overseeing BNHS's financial operations including budgeting, audits, statutory compliance, fund management, and donor reporting, while ensuring transparency and efficiency. The role also involves coordinating with government agencies, funding partners, and internal committees, contributing to financial strategy, policy-making, and supporting the Society's long-term conservation goals. (Candidates preferably from Mumbai)

Essential and Desirable qualifications are as follows:

1	Name of Position	Chief Finance Officer
2	Emoluments	INR 1,25,000/- per month. plus, Personal Accident Policy <i>A higher start can be considered for a candidate with relevant work experience.</i>
3	Duration	One-year contract (extendable with long-term scope)
4	Experience	Audits, taxation, FCRA, GST, and compliance (8-10 years)
5	Location	Hornbill House, Mumbai (We do not allow work from home or remote work)
6	Type of engagement	Contract Based
7	Essential Qualification	Postgraduate degree in Finance, Accounting, Commerce, or related field (CA/CMA/MBA Finance desirable but not compulsory). Desirable Experience: 8–10 years of proven experience in financial management, audits, statutory compliance, and donor reporting, preferably in NGOs or large institutions - Strong knowledge of Income Tax, GST, FCRA, and other financial regulations. - Demonstrated leadership and team management skills with ability to build capacity in finance teams. - Excellent communication, analytical, and coordination abilities with government agencies, donors, and stakeholders.
8	Key Responsibilities	The major duties and responsibilities: - Oversee budgeting, accounting, audits, and statutory compliances (IT, GST, FCRA, Charity Commissioner). - Ensure timely financial reporting to management, donors, and regulatory bodies. - Manage fund flow, project finances, and salary processing. - Implement and maintain robust digital financial systems. - Review procurement, project proposals, and MOUs from a financial perspective. - Support internal controls, compliance, and documentation. - Build and mentor the finance team for capacity and efficiency.
8	Age Limit	Upto 50 Years

Note: While submitting the application, advertisement no. (Advt. No. 28/2025) is to be mentioned in subject line.

General Instructions

- Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg.: **28/2025- Application for the post of Chief Finance Officer** and email the completely filled in application on: cv.hr@bnhs.org, director@bnhs.org
- BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.

Application for the post of Chief Finance Officer:

Space for
photograph

- Name in full (in BLOCK letters) :
- Date of Birth :
- Nationality :
- Father's /Husband's name :
- Address for correspondence including :
- Mobile & Email :

- Educational / Professional Qualifications from **Matriculation onwards**

Sr. No.	Examination passed	Year	Board/University	Subject	Marks Obtained

Details of previous employment, if an

Sr. No.	Name of the post	Name of the Institution/organization, full address	Pay scale/Fellowship	Duration		Title of work/nature of experience
				To	From	

- Title of Dissertation/ Thesis (Post Graduate) if any:

- Extra-Curricular Activities:

- Technical Qualifications:

- List of Publications:

- Name addresses contact details of referees:

1. Reference 1:

2. Reference 2:

- Any other relevant information

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I shall abide by the terms and conditions specified in the project.

Place:

Applicant's signature with date