

TATA TRUSTS

Role Details		
1.	Role	Manager, Grant Finance
2.	Grade	5
3.	Function	Grant Finance
4.	Location	Mumbai
5.	Nature of Employment	FTE-3 years
6.	Reporting to	Team Lead, Grant Finance

Role Overview:
Responsible for managing financial processes across the grant lifecycle, including due diligence, budget review, fund disbursement, and compliance monitoring, while collaborating with internal teams and external stakeholders to ensure effective and accountable grant management.

Key Responsibilities:	
1.	<p>Organisation Due Diligence:</p> <ul style="list-style-type: none"> • Conducting financial due diligence and coordinating with external auditors for institutional audits for organization due diligence and grant utilization. • Review of compliance to audit recommendations as per timelines during the lifecycle of the program.
2.	<p>New Proposal Development:</p> <ul style="list-style-type: none"> • Review of the budget of new grant proposals to ensure alignment with program objectives and Trust policies. • Support the Program team with internal approvals and documentation till the sanction of the grant.
3.	<p>Review of Current Programs:</p> <ul style="list-style-type: none"> • Assessment of disbursement requests based on financial utilization, cashflow projections and program progress. • Conduct field visits alongside Program teams for monitoring • Support with internal approvals and processing for fund disbursement. • Support with review of budget related amendments in grants. • Support with end-to-end grant processing throughout the lifecycle of the programs from grant sanction to closure.
4.	<p>Financial Planning and Analysis:</p> <ul style="list-style-type: none"> • Facilitation of periodic cashflow forecasting for respective grants.

Stakeholders	
Relationship (within organization)	Programme teams, Legal, Accounts and other corporate function teams.
Relationship (outside organization)	Grantees, Implementation partners, Auditors

Skills & Competencies:
• Budgeting
• Microsoft Office (Excel, PowerPoint, Word)
• Data analysis & reporting
• Financial analysis
• Communication & relationship management
• Attention to detail & problem solving
• Delivering results and meeting stakeholder expectations
• Compliance & risk management

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Essential Qualification & Experience:
<ul style="list-style-type: none">• Qualified Chartered Accountant
<ul style="list-style-type: none">• Minimum 2 years of relevant experience