Milaan
Building a movement of Girl Leaders

Position	Senior Manager – Internal Controls, Compliances & Systems
Function	Finance
Location	Lucknow, U.P.
Reporting Officer	Director-Finance, HR & Admin
Type	Full-Time

Position Brief

As Milaan continues to grow in scale, programme complexity and financial reporting requirements, we are strengthening the Finance function through additional senior leadership capacity.

The Senior Manager – Internal Controls, Compliances & Systems will be part of the Finance Leadership Team and will work closely with the existing finance leadership and other functional heads to strengthen financial controls, compliance, systems, reporting and decision support across the organisation.

The role combines finance leadership, financial analysis, controls, compliance, technology and process improvement. It is intended for a finance professional who is comfortable moving between strategic oversight and detailed transaction-level review.

The successful candidate will be expected to understand not only what the numbers are, but also how they were generated, whether they are reliable, what risks they indicate and what action management should take.

The position is based in Lucknow and will work closely with teams across the organisation.

Key Responsibilities

A. Financial Controls & Risk Management

- Review financial transactions, supporting documents, approvals and accounting treatment.
- Conduct periodic transaction and exception-based reviews to identify discrepancies, unusual transactions, duplicate or unsupported expenditure and control weaknesses.
- Review reconciliations, advances, payables, receivables and other financial balances.
- Strengthen internal controls, segregation of duties and approval processes.
- Ensure corrections and adjustments are appropriately supported, approved and documented.
- Escalate significant discrepancies, control concerns or unusual transactions to the appropriate level.

B. Compliance & Audit

- Monitor applicable statutory, taxation and financial compliance requirements, including TDS, GST and other relevant obligations.
- Maintain compliance trackers and support timely filings and documentation.
- Coordinate with statutory, internal and donor auditors and provide required schedules and supporting documents.
- Follow up on audit observations and agreed corrective actions.
- Strengthen audit trails and overall audit readiness.

C. Financial Analysis & Management Information

- Review financial information for accuracy, completeness and consistency.
- Report on trends, financial analysis, expenditure, budget utilisation and significant variances.
- Prepare exception reports and management information as required.
- Use financial data to identify trends, risks and areas requiring management attention.
- Support management with clear and timely financial analysis.

D. Budgeting, Planning & Resource Management

- Support the annual organisational budgeting process and work with programme and operational teams to develop realistic budgets.
- Review budget assumptions and identify financial risks or unrealistic estimates.
- Support periodic forecasting and re-forecasting.
- Identify significant variances and work with budget holders to understand their causes.
- Provide financial inputs for organisational planning and decision-making.

E. ERP, Tally & Data Systems

- Work confidently with accounting systems and ERP.
- Understand transaction flows and their impact on financial reports.
- Review system-generated reports, ledgers, vouchers and transaction histories.
- Use Google Sheets and Excel confidently for reconciliation, analysis and reporting, including formulas, lookups, pivot tables and data validation.
- Identify opportunities to improve system controls, automate repetitive processes and reduce manual work.

F. Process Improvement & Systems Strengthening

- Review finance processes and identify gaps, duplication, bottlenecks and unnecessary manual work.
- Strengthen and develop SOPs, checklists, approval workflows and documentation.
- Support standardisation and digitalisation of finance processes.
- Promote processes that improve accuracy, transparency, efficiency and auditability.

G. Team Leadership, Capability Development & Cross-departmental collaboration

- Work closely with the Finance & Accounts team and provide technical guidance on accounting, controls, compliance and systems.
- Support team development, knowledge sharing and cross-training.
- Work with programme, procurement, HR, administration and other teams on finance-related matters.
- Encourage a culture of accuracy, accountability and timely resolution of financial issues.
- Be comfortable questioning transactions or processes that appear inconsistent, unsupported or inappropriate.

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Qualifications

Essential

- CA / CMA or equivalent qualification.
- **7–10 years** of relevant experience in finance and accounting.
- Experience in financial controls, compliance, reporting and team coordination.
- Strong practical experience with accounting systems and spreadsheets.
- Experience in NGOs, development organisations, donor-funded programmes or other multi-project environments.

Core Skills

Accounting | Internal Controls | Compliance | Audit | Financial Analysis | Tally | ERP | Google Sheets | Excel | Data Analysis | Process Improvement | Team Collaboration

5. What Success looks like

Success will be reflected in:

- Stronger financial controls and timely identification of discrepancies.
- Improved compliance and audit readiness.
- Better quality and reliability of financial information.
- More effective use of ERP, Tally and financial data.
- Streamlined and better-documented finance processes.
- Improved capability and accountability within the Finance team.

How to apply?

Please send your CV along with a Cover Letter telling us in brief why you are suitable for the position to careers@milaan.in with the subject **"Senior Manager- Internal Control, Compliances & Systems"**.

CTC for this position will be 10 to 12 LPA, depending upon skillsets and years of experience

Note: Milaan is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, disability, or sexual orientation, and evaluate all candidates based on merit.Control