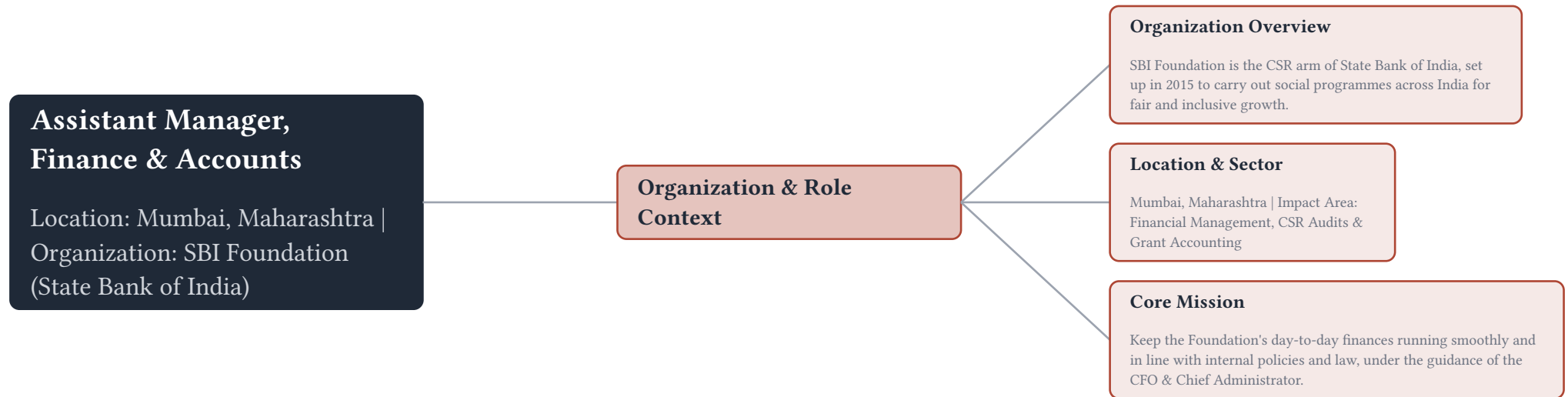


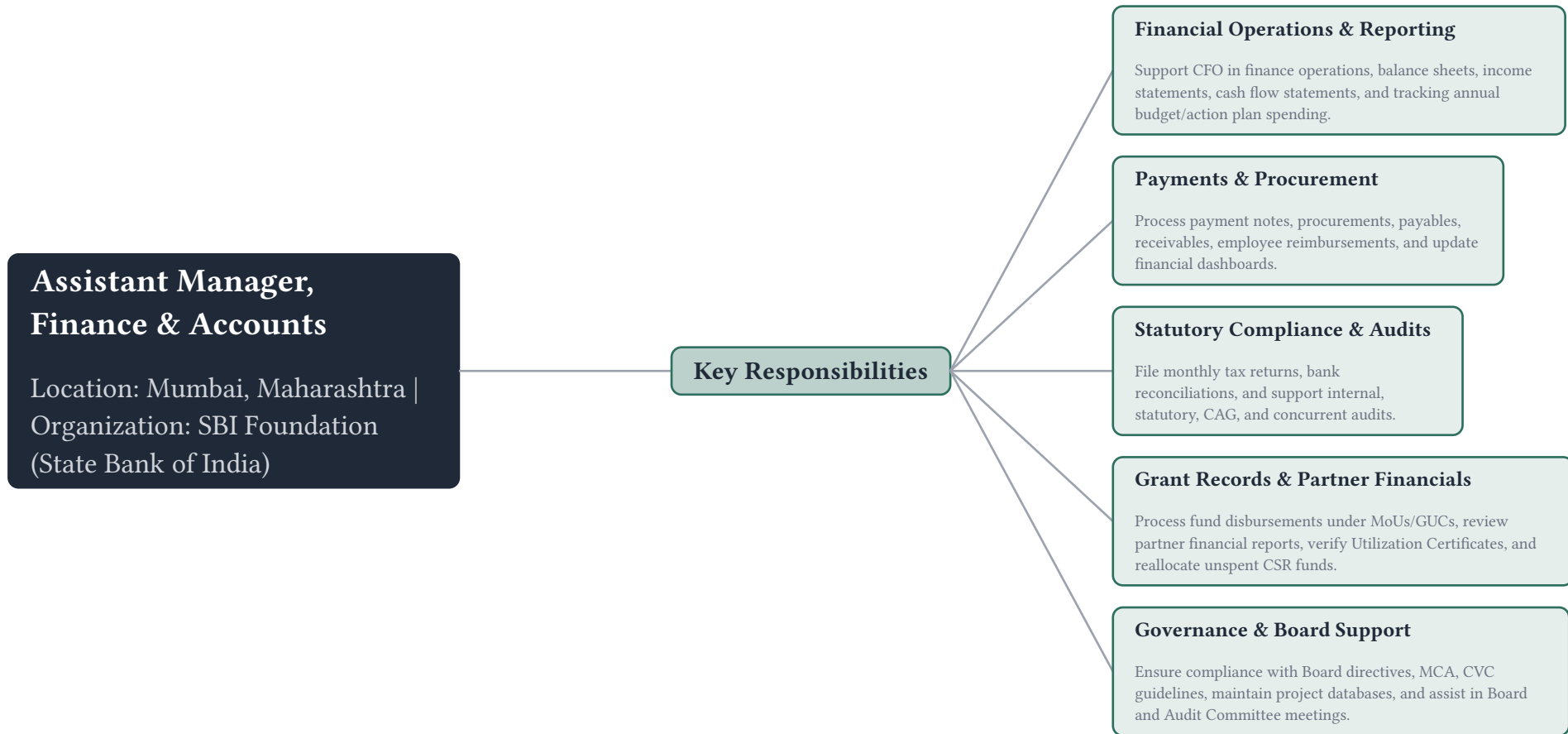


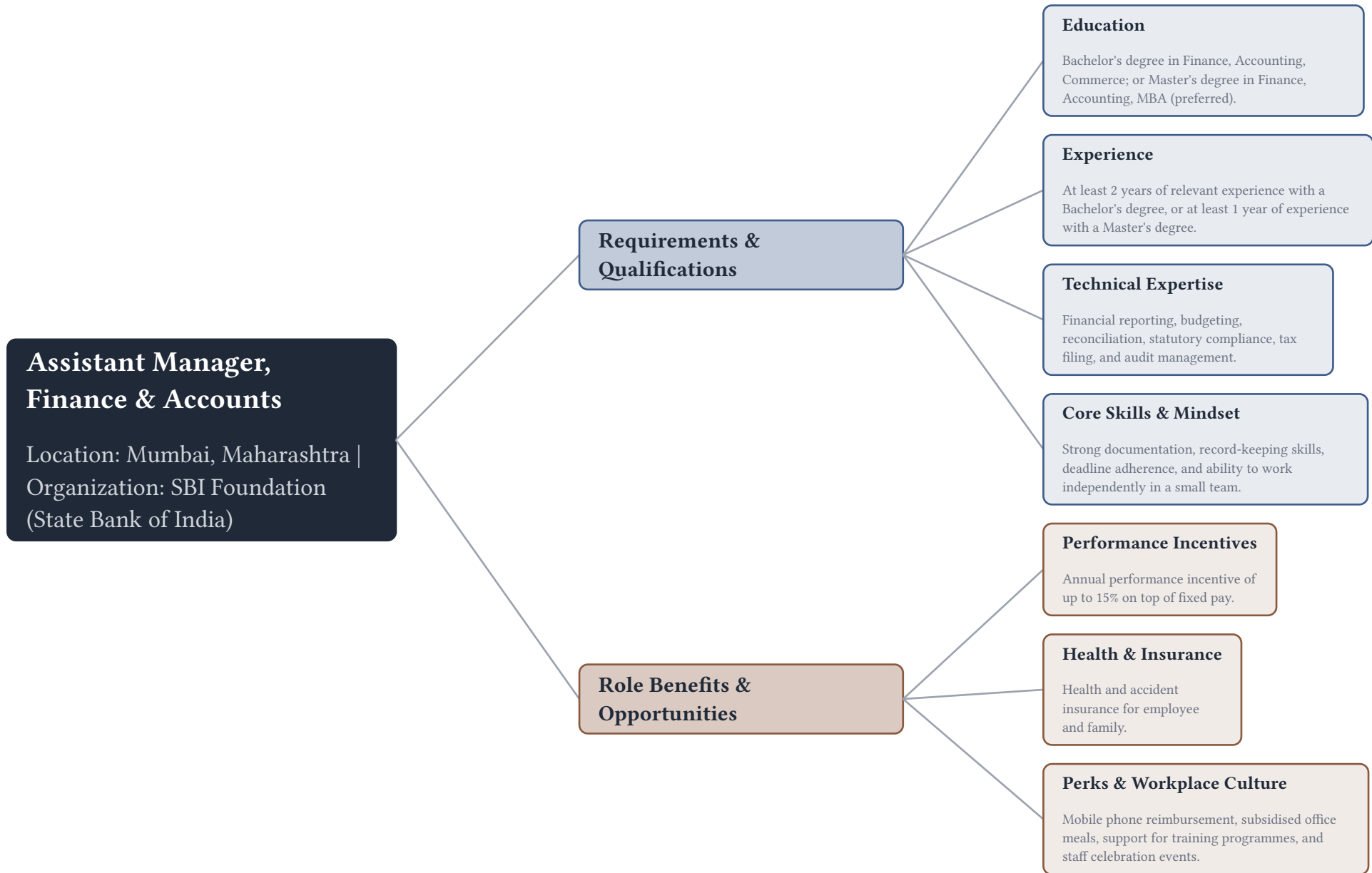
Assistant Manager - Finance & Accounts in Mumbai | SBI Foundation | ₹6-8 LPA

Mumbai, Maharashtra · contract · mid level · ₹50,000 - ₹66,667 /month · Closes 10 Oct 2026

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Job Description

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SBI Foundation

IMG_3138.JPG-JNAPMnjJnM_7FTmEAoFzJ-1719638965-200kb.jpg SBI Foundation was set up in 2015 by State Bank of India as the CSR arm of the Bank and its subsidiaries. It works for fair and inclusive growth, with a strong focus on vulnerable and marginalised communities across India. Its programmes have reached over a million people and support India's progress on the Sustainable Development Goals.

Role

As Assistant Manager, Finance & Accounts, you will keep the Foundation's day-to-day finances running smoothly and in line with internal policies and the law. You will work under the guidance of the CFO & Chief Administrator, handling payments, budgets, tax filings, audits and grant records for projects run with partner organisations. The team is small, so you will often work on your own and need to finish tasks on time. This is a three-year contract role in Mumbai, which may be renewed every two years based on performance.

Responsibilities

- Support the CFO in running finance operations and preparing balance sheets, income statements and cash flow statements.
- Prepare the annual budget and action plan, track spending, and keep administrative costs within approved limits and CSR rules.
- Process payment notes, procurements, accounts payable and receivable, and keep dashboards up to date.
- Review every payment and employee reimbursement claim, and check that the right documents are in place before approval.
- Compile and file monthly tax payments, returns and disclosures with regulatory authorities.
- Reconcile bank statements and work with external Chartered Accountants to fix accounting gaps.



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- Support internal, statutory, CAG and concurrent audits, review audit reports, and follow up on audit observations.
 - Get approvals for fund disbursements under MoUs and GUCs, and keep clear records of partnerships, grants and funds.
 - Review financial reports from implementing partners, reconcile receipts and spending, and prepare utilisation certificates with Chartered Accountant sign-off when needed.
 - Forecast unused funds and work with programme heads to move them to new projects, and return unspent CSR funds as per MCA guidelines.
 - Follow internal policies, Board directives, and guidelines from the CSR Department, MCA and CVC, including for all procurement.
 - Maintain project records and databases, follow up on project completion, and help organise Board and Audit Committee meetings.

Requirements

- Bachelor's degree in Finance, Accounting, Commerce, or a related field, with at least 2 years of relevant experience; or a Master's degree in Finance, Accounting, Business Administration, or a related field, with at least 1 year of relevant experience (preferred)
- Comfortable working independently in a small team, completing tasks within deadlines
- Strong understanding of financial reporting, budgeting, and reconciliation
- Good knowledge of statutory compliance, tax filing, and audit processes
- Strong documentation and record-keeping skills

Benefits

- Annual performance incentive of up to 15% on top of fixed pay.
- Health and accident insurance for you and your family.
- Mobile phone reimbursement.
- Subsidised meals at the office.
- Support for role-based training programmes.
- A friendly workplace with staff celebrations and engagement programmes.

Apply

Check your fit for the role and receive the apply link in your mailbox



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Required Skills

- Financial reporting
- Budgeting and budget analysis
- Tax compliance and filing
- Audit support
- CSR compliance

Tags

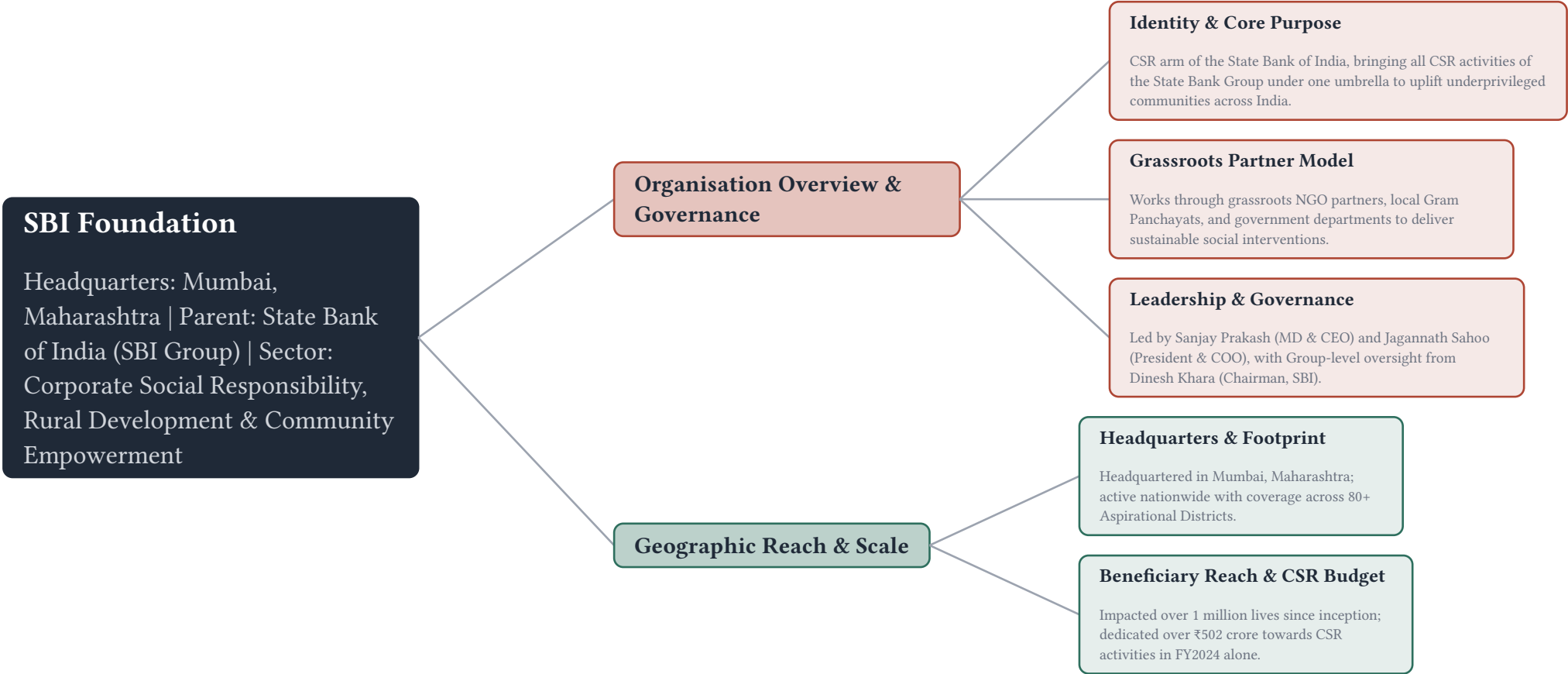
- SBI Foundation
- Philanthropy
- Finance & Accounts
- Grants Management
- Contract
- Maharashtra

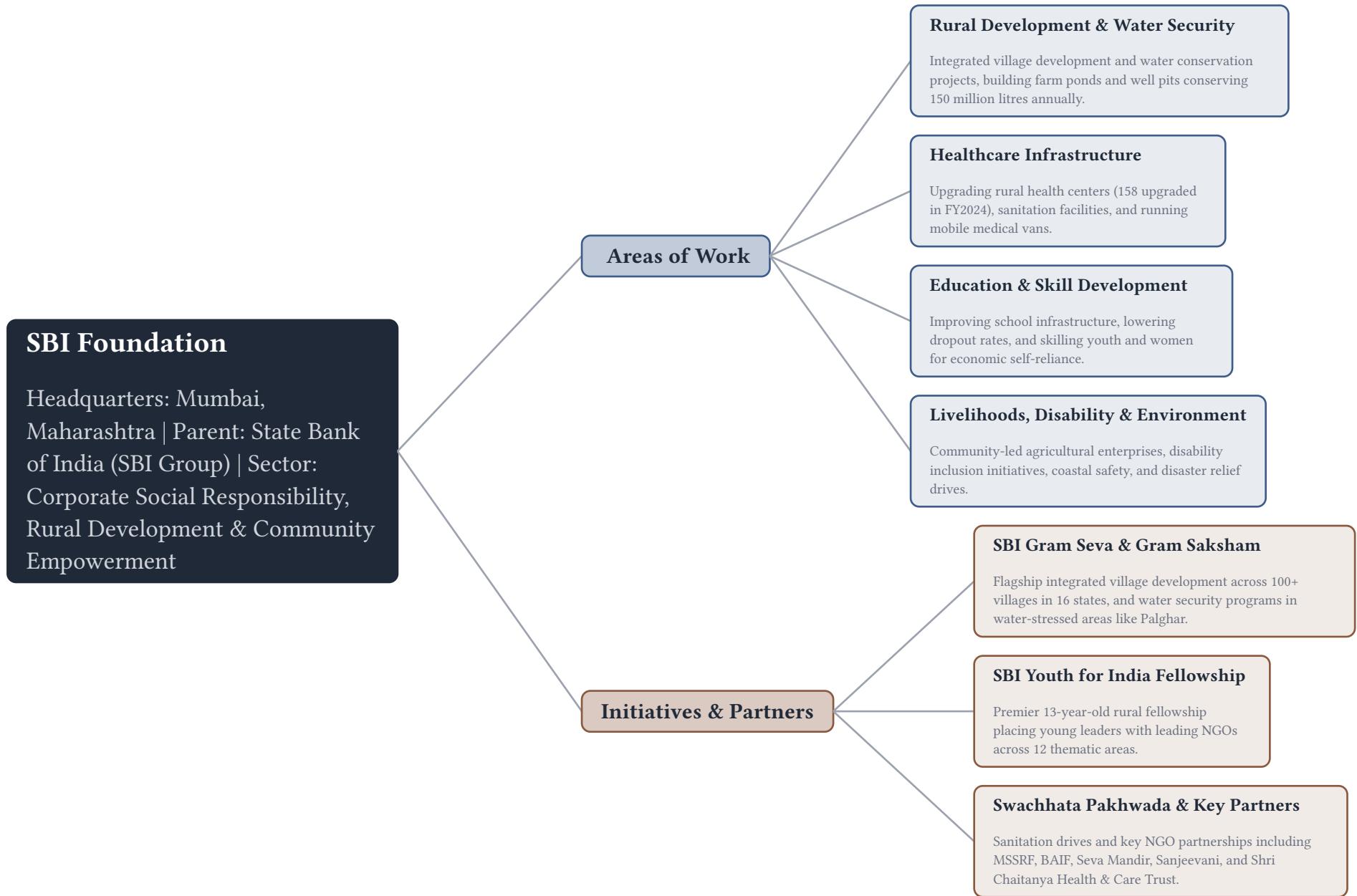


SBI Foundation

Corporate Social Responsibility (Rural and Community Development)

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About the Company

[Visit website →](#)

SBI Foundation is the Corporate Social Responsibility arm of the State Bank of India, bringing all CSR activities of the State Bank Group under one umbrella. It was set up to support and uplift underprivileged sections of society, working through grassroots NGO partners across India on rural development, healthcare, education, livelihoods, disability and inclusion, and environment. Since inception, SBI Foundation has impacted the lives of more than a million beneficiaries through its various programmes and initiatives. [IMG_3138.JPG-JNAPMnjJnM_7FTmEAoFzJ-1719638965-200kb.jpg](#) [Youtube Video](#) >

I *Head Quarters: Mumbai, Maharashtra, India*

Major Areas of Work

- Rural Development: Running integrated village development programmes that bring education, healthcare, livelihoods, and infrastructure improvements to underserved rural communities.
- Healthcare: Upgrading health centers, building sanitation infrastructure, and running mobile medical vans for preventive and primary healthcare in adopted villages.
- Education and Skill Development: Improving school infrastructure, reducing dropout rates, and equipping women and youth with skills for economic self-reliance, particularly in Aspirational Districts.
- Livelihoods and Entrepreneurship: Supporting rural livelihoods and self-reliance through water security projects, agricultural interventions, and community-led enterprise initiatives.
- Disability and Inclusion: Supporting programmes aimed at inclusion and support for persons with disabilities.
- Environment: Undertaking water conservation and sustainability projects, including farm ponds and well pits to address rural water scarcity.

Major Initiatives and Programs

- SBI Gram Seva, a flagship integrated village development programme launched in 2017, now in its fourth phase, adopting villages across Aspirational Districts in states including Haryana, Gujarat, Maharashtra, Punjab, Tamil Nadu, West Bengal, and Uttarakhand, reaching over 100 villages across 16 states
- SBI Gram Saksham, focused on water security for sustainable agriculture, building farm ponds and well pits that conserve an estimated 150 million litres of water annually in project areas like Vikramgad, Palghar



- SBI Youth for India, a rural fellowship programme launched in 2011, placing young fellows with NGO partners such as the M S Swaminathan Research Foundation, BAIF Development Research Foundation, and Seva Mandir, working across 12 thematic areas including education, food security, environmental protection, and rural livelihoods
- Swachhata Pakhwada, supporting cleanliness and sanitation drives
- Coastal safety and disaster relief programmes
- Partnerships with grassroots NGOs implementing Gram Seva locally, such as Sanjeevani in Uttarakhand and Shri Chaitanya Health & Care Trust in Maharashtra

Impact

SBI Foundation has impacted the lives of more than a million beneficiaries through its programmes since inception. Its Gram Seva programme alone has reached over 100 villages across 16 states in its first three phases, with its fourth phase expanding to 30 more villages across six states. In FY2024, SBI dedicated over Rs. 502 crore toward CSR activities, upgrading 158 health centers and reaching 80 Aspirational Districts nationwide.

Leadership

- Sanjay Prakash, Managing Director and CEO, SBI Foundation
- Jagannath Sahoo, President and COO, SBI Foundation
- Dinesh Khara, Chairman, State Bank of India (oversight at the Group level)

Partners

M S Swaminathan Research Foundation, BAIF Development Research Foundation, Seva Mandir, Sanjeevani Vikas Evam Jan Kalyan Samiti, Shri Chaitanya Health & Care Trust, Gram Panchayats and government departments across implementation states

SBI Foundation offers the opportunity to work at the intersection of large scale corporate CSR and grassroots rural development, backed by the institutional strength and reach of the State Bank Group. Staff get to work on integrated development programmes spanning healthcare, education, livelihoods, and environment, with exposure to partnerships across dozens of NGOs and government bodies, and a mission tied directly to India's Aspirational Districts programme and rural self-reliance goals.

See the full listing and open roles: <https://aikyamjobs.org/companies/sbi-foundation>

Hope this gives you a clear, complete picture of the role — if it feels like a fit, the link above takes you straight to the full listing.