



Assistant Manager Accounts and Finance

Reports to: Finance Manager

Role type: Full-time

Location: Bangalore

Contract: Permanent

Salary: Competitive, dependent on experience

Role Commencement: Immediately

About MAP

The Museum of Art & Photography (MAP) is one of India's first major museums of South Asian visual culture. The museum is housed in a state-of-the-art, 44,000 square foot building, designed by the acclaimed Indian architectural practice Mathew & Ghosh, on a landmark site at the heart of Bengaluru's museum district. MAP's five-story building on Kasturba Road includes multiple galleries where the collection is displayed, an auditorium, an art and research library, an education centre, a specialised research and conservation facility, as well as a café.

MAP's collection includes more than 60,000 works predominantly from South Asian: Modern and contemporary art, living traditions, textiles, craft and design, pop culture, pre modern art and photography, dating from the tenth century to contemporary times.

MAP's mission is to take art and culture to the heart of the community, making it accessible to diverse audiences, and to create a museum-going culture that encourages people to experience art and heritage in new ways. The museum is a space for ideas and conversations that are initiated through its collection, enabling the museum to engage with audiences in multiple



ways. MAP seeks to inspire people to interact with art in ways that encourage humanity, empathy and a deeper understanding of the world we live in.

With a focus on accessibility for people with disabilities, and technological tools to make the museum relevant and exciting, MAP ensures a holistic experience for visitors of all ages.

Having launched online in December 2020, at the height of the pandemic, as India's only digital-first museum, MAP has been bringing its collection to life through multiple pathways, from online exhibitions to a range of articles and essays, collaborations with museums around the world, engaging talks by leading industry figures, and educational resources for kids and adults.

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
- 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
- Compliance with various statutory acts viz GST, TDS (Income Tax), FCRA regulations, etc.
- Keep the organisation updated on statutory compliance requirements and fulfil 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 organisation 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 organisation
- 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.