

1st February, 2019



To support India's effort to end Tuberculosis (TB), the United States Agency for International Development (USAID) awarded the Tuberculosis Health Action Learning Initiative (THALI) to Karnataka Health Promotion Trust (KHPT), implemented in Bengaluru (Karnataka), Hyderabad (Telangana). The project aims to improve prevention and management of TB through community engagement interventions, innovative solutions. It focuses on people living in urban slums and other vulnerable population groups in priority districts of Karnataka and Telangana.

KHPT invites applications for the following position from committed professionals, for the project THALI.

1. Finance Manager: Position: 1, Bangalore, Karnataka

Qualification, experience

- CA / ICWA or relevant Master Degree with working experience in development/NGO sector.
- 5 to 7 years of progressive responsible positions in a large-scale, auditing, commercial or non-profit environment.
- Demonstrated managerial experience to lead the financial team in this growing, nation-wide operation.

Key competencies

- Ability to independently develop budgets and financial reports, in collaboration with programming staff. This includes the ability to assess, on an on-going basis, resource utilization rates and accurately assess future utilization rates.
- Ability to understand and comply with the donor requirements.
- A broad and comprehensive understanding of the underlying business principles and practices related to the financial and administrative function of a project, and the statutory requirements of internationally funded projects.

- Ability to communicate such principles, practices, and requirements to staff and partners, as well as build their capacity to undertake these responsibilities.
- A comprehensive understanding of the multiple functions required to successfully plan, implement, and resource a project, including the functional management of multiple teams.
- Strong negotiation, communication, and interpersonal skills in order to be able to manage relationships with diverse and challenging programme partners.
- Excellent communication and presentation skills

Roles and Responsibilities:

1. Maintaining and monitoring of books of accounts independently by complying with the financial systems and procedures, Statutory requirements and Donors.
2. Supporting the program staff in finalizing the program Budgets / projections by complying with the funder guidelines and approved budgets.
3. Review and monitoring the budget vs actuals by complying with the funder guidelines.
4. Responsible for developing and implementing cash management procedures and overseeing policies and procedures related to accounts, management and financial reports, finance and financial control of organizations.
5. Coordinating/facilitating the Donor & Statutory Audit and review and compliance of the Audit Reports.
6. Ensure the Financial policies, systems and procedures etc are followed and are in line with the organisation policies.
7. Providing an appropriate finance input and support to programme staff to ensure to implement the activities as per the agreed plan.
8. Work closely with the programme staff to review the monthly financial reports in comparison with the approved budgets.
9. Update and communicate financial guidelines to Implementing partners, field offices and Head Office.
10. To formulate, document and implement new and revised financial policies and procedures if required.
11. Coordinating/facilitating the Donor & Statutory Audit and review and compliance of the Audit Reports.
12. To liaise with the Donor(s) for compliance of their requirement.

Salary: The salary for the position will be in the range of CTC of Rs. 7 – 9 lakhs per annum which will be fixed based on the relevant experience, qualification, interview performance and internal parity.

Reporting: The Finance Manager will report to Finance Director – KHPT, Bangalore and Project Director – THALI Project, Bangalore.

KHPT provides safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants. Physically challenged with required skills /knowledge and willing to travel are also encouraged to apply.

We will be following a systematic selection process to fill these positions based on experience, competency, suitability, aptitude to work with our health programmes and in-depth project knowledge. Only short listed candidates will be invited for interview.

Above position(s) demand excellent communication interpersonal /computer skills and involves travel. Preferences will be given to candidates who have work experience in health programmes in Government / INGOs /NGOs and local candidates with required experience and skill sets.

How to apply:

Interested candidates please apply using the prescribed **KHPT Application Format** and email it to jobs@khpt.org. Candidates can download the format by clicking on '[Application Format](#)' or visit www.khpt.org to download the format.

The application should reach on or before **17th February, 2019**.

Please note that completed applications in the prescribed format will help us in shortlisting.