

22 March, 2021



KHPT is a not for profit entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a single mission to reduce the prevalence of HIV in Karnataka's high priority pockets. The initiative's success made it a scalable model at national and global levels and KHPT became a learning site for innovative approaches. The unique DNA of our programs is a combination of evidence generation, grassroots community connect and government relationship. With these strengths, we learned and reflected on our decade long experience leading us to look beyond HIV to four other thematic areas. KHPT currently works on TB, HIV-AIDS, MNCH, Adolescent Health and Comprehensive Primary Health Care.

KHPT has been awarded, USAID funded project, titled as " Breaking the Barriers - Community engagement to accelerate TB elimination efforts in India through sustained behaviour change" (March 2020 to March 2024). This project aims to develop and scale, effective behaviour changes operational models that improve coverage of vulnerable populations, such as urban poor, tribal communities, migrants, mining/industrial workers, for increased case detection, notification, improved successful treatment outcomes in DS TB, TB HIV, DR TB. The project will implement patient centric approaches, and propose to engage with community structures for sustainable behaviour change towards the prevention of TB, case detection and successful treatment outcomes. The project will embed digital technology within the intervention framework for effective and scalable behaviour change interventions among patients and families and will also evaluate social network, positive deviance, design thinking and nudge

**KHPT is seeking application for the following position.**

## **1. Finance cum Admin Officer: Positions: 1, Patna, Bihar**

### **Qualification, experience and skills**

- A Bachelor's degree / B. Com / Finance with Person with 4 to 7 years of experience in Accounts and Admin is essential.  
Good hands on knowledge of computer software (MS office, Tally.ERP9 and etc.) is essential.

- Good verbal and written skills over English and Hindi and local languages, sound communication skills, a convincing interpersonal skill and ability to work as a member of a team in a multicultural environment is desirable.
- Familiar with USAID fund /donor requirements

### **Roles and Responsibilities:**

#### **Finance related**

- Maintaining and monitoring of books of accounts in accounting software Tally independently by complying with the financial systems and procedures and Statutory requirements.
- Verification and passing of bills with thorough scrutiny as per the organisations policies and practices and preparing tally vouchers.
- Ensuring all local procurements are in line with organizational procurement policies.
- Maintain accounts records / documents/ files of the project/s.
- Review of all advance payments and follow-ups for bills settlements
- Ensure the Financial policies, systems and procedures etc. are followed and all payments are in line with the organization policies.
- Orient / communicate financial guidelines to programme staff for smooth functioning of program implementation.
- Supporting the program staff in finalizing the program / Events Budgets and Projected Expenditure as per the planned programme activities.
- Providing an appropriate finance input and support to programme staff to ensure to implement the activities as per the agreed plan.
- Preparing of Statement of Expenses / Financial Reports related to project
- Work closely with the programme staff to review the monthly financial reports in comparison with the approved budgets
- Preparing Cash scrolls on daily basis
- Preparing Bank Reconciliation Statements on monthly basis
- Preparing Monthly Financial Reports including TDS deduction details for submission to HO on monthly basis.
- Coordinating/facilitating the Donor & Statutory Audit and review and compliance of the Audit Reports.
- To carry out all other assignments given from time to time by the Finance Director.

#### **Admin related**

- Manage all correspondence related to the project/s
- Maintain all the documents and registers required as per organization systems ex. Stock register, Asset Register, Attendance register, Vehicle log book, etc.
- To develop and maintain database of vendors and negotiate with them to procure goods on cost-price basis. Negotiate improvements in supplier performance.
- To ensure that all travel and logistics of the project staff is arranged as per the need
- Organizing events, meetings and trainings related to the project
- Coordinating with HR unit, central admin and finance units based on the need
- Maintaining and submission of staff attendance to HO on monthly basis
- Day-to-day admin activities related to project
- Any other tasks assigned by the Project Lead

**Reporting:** The Finance cum Admin Officer functionally report to Sr. Finance Manager for all finance related activities and administratively report to Project Implementation Lead – State.

**Remuneration:** The remuneration for the above positions will be fixed in line with internal policies and market standards which will be fixed based on qualification, relevant experience, budget availability and interview performance.

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

We will be following a systematic selection process to fill this position based on experience, competency, suitability, aptitude to work with our health programmes and in-depth knowledge of thematic areas we work. Only shortlisted candidates will be invited for an interview.

The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.

### **How to apply:**

Interested candidates are requested to apply using the prescribed **KHPT Application Format** with a covering letter and email it to [jobs@khpt.org](mailto:jobs@khpt.org). Candidates can download the format by clicking on '[Application Format](#)' or visit [our website](#) to download the format.

The application should reach on or before **31 March 2021**.

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