

24 June 2021

Introduction

KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

KHPT as a sub-recipient of Foundation for Innovative New Diagnostics (FIND) is implementing “Joint Effort for Eliminating TB (JEET)” Project in Karnataka State and invites applications for the following position from committed professionals the project JEET.

KHPT is seeking application for the following position.

Accounts Assistant

Positions: 1

Location: Bangalore

Qualification, Skills & Competencies

- Bachelors in Commerce or equivalent with at least 2 years of work experience in handling the Accounts and Admin responsibilities
- Computer skills
- English writing skills
- Accounting and project management skills
- Computer skills – Sun system, Tally other packages
- Strong communication (local Knowledge and English)
- Problem Solving skills
- Data Collection Methodology
- Convincing and mobilizing skills
- Two-wheeler driving skills
- Ability to work in a diverse culture.
- Networking skills
- Basic Monitoring skills

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Roles and Responsibilities

- Timely completion of financial review/ settlements/ online transactions/ reporting as per Global Fund & PR requirements.
- Rigorous tracking of project expenditure and ensuring that funds are optimally utilised in the project and there is no underspending/ overspending for each line items.
- Ensure strong internal controls for the project financial management as per organizational guidelines
- Ensure compliance to all statutory requirements of the project
- Develop a good understanding of Donor requirements for financial monitoring and reporting and able to advise the project team on this.
- Coordinate Internal audit/ Internal review/ External review as needed
- Maintenance of proper voucher system and book-keeping
- Carry out field visits for physical verification and finance monitoring
- Validate expense reports, vouchers and ensure timely payments to field staff
- Support procurement of goods and services to undertake various project related activities

Reporting

The Accounts Assistant will be reporting to the Finance Officer, KHPT, Bangalore

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. Candidates can download the format by clicking on '[Application Format](#)' or visit [our website](#) to download the format.

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The application should reach on or before 29 June 2021

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