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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 is seeking application for the following position.

Finance Manager

Positions: 1

Location: Bengaluru, Karnataka

Qualification, Skills & Competencies

- CA or ICWA/MBA /M.com in finance with senior-level experience with 8 to 10 years of progressively 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
- Managerial, Leadership capability and multi-tasking ability.
- Good Interpersonal & communication skills
- Outstanding analytical, spreadsheet and accounting software skills;
- Ability to design and deliver training programme related to the subject
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Roles and Responsibilities

- Maintaining of books of accounts independently by complying with the financial systems and procedures of KHPT, Statutory and Donor/s requirements
- Maintaining of Payroll independently by complying with the statutory requirements. Supporting the program staff in finalizing the budgets of Implementing partners
- Preparing the implementing partners Grant agreements by complying with the grant guidelines of KHPT and Donors
- Review of implementing partners SOE's in comparison with the approved budgets
- Conducting audit / review of financial systems of Implementing partners
- Preparing and reviewing the financial reports by complying with all the reporting requirements for both KHPT and Donors on timely and professional manner
- Providing an appropriate finance input and support to program staff to ensure to implement the activities as per the agreed plan.

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- Work closely with the program staff to review the monthly financial reports in comparison with the approved budgets
- Update and communicate financial guidelines for Implementing partners, field offices and Head Office
- To formulate, document and implement new and revised financial policies and procedures if required
- Coordinating/facilitating the Donor & Statutory Audit and review and compliance of the Audit Reports.
- To liaise with the Donor(s) for compliance of their requirement
- To liaise with financial institutions for smooth financial transactions

Reporting

The Finance Manager will be reporting to the Director - Finance or person designated by him

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.

The application should reach on or before 19th Sep, 2021

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