

29<sup>th</sup> Nov 2023



## 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 positions.

## Finance cum Admin Officer

**Positions: 3**

**Location: Belagavi-1, Vijayapura-1, Yadgir (Surpur)-1 - Karnataka**

## Qualification, Skills & Competencies

- 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 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

- Responsible for the implementation of KHPT community engagement strategies in the State
- 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.

**29<sup>th</sup> Nov 2023**

- 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 Deputy Director-Finance for all finance related activities and administratively report to Deputy Director-Administration-KHPT.

#### **Remuneration**

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be set 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.**

**KHPT will be following a systematic selection process to fill this position based on experience, competency, suitability, aptitude to work with our health programs, and in-depth knowledge of the thematic areas we work in. 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 the required experience and skillsets.

29<sup>th</sup> Nov 2023

## 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 15<sup>th</sup> Dec 2023**

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