

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 has been selected as a Non-Government Principal Recipient (NGPR) for The Global Fund to Fight AIDS, Tuberculosis and Malaria (The Global Fund), for the grant cycle 2024-2027, for the TB grant in India. The key project elements include community engagement, capacity building and technical assistance. The major interventions of the project encompass (i) TB Champion Engagement across 14 states and one UT (ii) TB Mukht Grama Panchayath activities in 13 states (iii) Nationwide Technical Assistance for Direct Beneficiary Transfer (DBT) and Pradhan Mantri TB Mukht Bharat Abhiyan (PMTBMBA) - Sustaining the adoption initiative and strengthening service delivery linkages (iv) Strengthening counselling and patient support systems. KHPT will partner with suitable organisations as Sub Recipients (SRs) in implementing the project. The Major Stakeholders include The Global Fund, The Central TB Division (CTD), the State National TB Elimination Program (State NTEP) and the Local Funding Agent (LFA).

KHPT is seeking applications for the following position.

Finance Cum Admin Officer

Positions: 1

Location: Bengaluru

Project Period: 01-Apr-2024 to 31-Mar-2027

1-2 days travel to project locations in a month.

Qualification, Skills & Competencies

- A Bachelor's Degree in Commerce and or Master's in Business Administration with a minimum of 5 to 6 years of professional experience in development agency.
- Working experience in The Global Fund projects is desirable
- Good Interpersonal & communication skills

- Proven work experience as an Administrative Officer, Administrator or similar role
- Knowledge of Office procedures
- Good analytical, spreadsheet and accounting software skills; Knowledge of Accounting package Tally is preferred.
- Good understanding of statutory compliances of the development sector organizations.
- Excellent written and verbal communication skills
- Flexible with travelling as this position may require travel to Project locations.

Roles and Responsibilities

The Finance Cum Admin Officer plays a crucial role in supporting the financial accounting and Admin functions of the project funded by the Global Fund, contributing to proper book keeping and accurate financial reporting and compliance with established policies and procedures of the organization and the Global Fund Financial guidelines.

- Work closely with the Manager - Finance and the project team to ensure the successful implementation of the Global Fund project.
- Manage the daily operations of the accounting and finance function including month and year end-process.
- Maintaining books of accounts with proper voucher system and book-keeping by complying with standard accounting principles, the financial systems and procedures of KHPT, Statutory and The Global Funds Financial Guidelines.
- Verification of bills for payment ensuring the adherence of policies of the organization and the Global fund Guidelines
- Review of all advance payments and follow-ups for bills settlements
- Timely completion of financial review/ settlements/ online transactions/ reporting as per Organization & Global Fund requirements.
- Orient / communicate financial guidelines to programme staff for smooth functioning of program implementation as per the organization and Global Fund guidelines.
- Supporting the program staff in finalizing the program / Events Budgets and Projected Expenditure as per the planned programme activities.
- Support the program team in procurement and providing the logistical support to conduct the program activities (events, workshops, meetings) smoothly.
- Co-ordinate with HR, Finance and maintain attendance register, leaves and other HR records
- Overall responsible for Office administration, procurement, Vendor Empanelment by complying with the organization policies and The Global Fund guidelines
- Custodian of the Fixed Assets and other inventory and keep proper records for the same
- Support the Manager-Finance in Internal Audit/Internal reviews/The Global Fund/Global Fund representative's/ the Local Fund Agent (LFA) of The Global Fund reviews.
- Support and coordinate in conducting capacity building trainings on finance to the project staff to adhere to the Financial Systems and procedures of KHPT and The Global Fund's financial guidelines
- Monitor time sheets ensuring the proof of time allocated to Global Fund project activities.

- Carry out field visits for physical verification and finance monitoring

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

Reporting

The Finance Cum Admin Officer will be reporting to the Manager - Finance, KHPT, Bengaluru

Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

KHPT is committed to providing a safe and supportive work environment for all employees. We uphold the principle of equal opportunity and actively welcome female applicants. In addition, we encourage individuals with physical challenges, provided they possess the necessary skills and knowledge, and are willing to travel to apply. We seek candidates who can seamlessly integrate into our non-discriminatory, inclusive, and equitable organizational culture.

We will follow a systematic selection process to fill this position, taking into account experience, competency, suitability, aptitude to work with our health programs, and extensive knowledge of the areas we work in. Only candidates who meet our shortlisting criteria 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.

The above-mentioned position requires outstanding communication, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

How to apply

Prospective candidates should submit their applications by clicking the "[Apply Online](#)" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.

The deadline for submissions is 18th March, 2024.