

27<sup>th</sup> Feb 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 position. The Account Associate is responsible to provide Finance and Admin related support to project team in state as well as in districts if required.

## Account Associate

**Positions: 1**

**Location: Bangalore**

## Qualification, Skills & Competencies

- Graduate/ Post graduate degree in Commerce or Finance with minimum 4-6 years of experience in Finance is essential.
- Hands on knowledge on software like –MS Office, Tally, ERP9, etc.
- Good verbal and written skills over English and local languages, sound communication skills, convincing skills, negotiation skills and ability to work as a team member.

## Roles and Responsibilities

- Verification of bills and preparing tally voucher.
- 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

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- Support procurement of goods and services to undertake various project related activities

### Reporting

The Finance officer cum Admin will be reporting to State Lead, KHPT.

### 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 15<sup>th</sup> March 2022**

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