

**Dy. Finance Officer
New Delhi, India**

FIND is an international non-profit organization based in Geneva, Switzerland. The organization is dedicated to activities that result in: 1) new diagnostic tools; 2) expanded access to these tools; and 3) strengthened diagnostic testing capacity for poverty-related diseases in low- and middle-income countries.

FIND is established in India as an independent non-profit Foundation created under Section 8 (Indian) Companies Act, 2013 with its offices in New Delhi. FIND India is the key implementing partner of Central TB Division, Ministry of Health & Family Welfare, Govt of India for strengthening and expanding TB laboratory diagnostic capacity within the Revised National TB Control Program (RNTCP) supported by the Global Fund.

Location: FIND India Office, New Delhi

For more information about the organization, please visit <http://www.finddx.org/>

Your Mission:

This role aims at functions of Audits, Budgeting, Planning, Management Reporting, financial system implementation. In this role the Dy. Finance officer shall report to the Finance officer.

Your Responsibilities: Your responsibilities include:

- **Reporting, Budgeting & Planning:**

1. Developing reports and summarizing the business financial position in areas of income, expenses, capital usage and cash flows.
2. Reporting on monthly, quarterly, annual performance metrics.
3. Assist in reporting to the Board.
4. Help in developing financial management manuals for Indian entity.
5. Designing new financial reporting formats.
6. Ensuring timely Financial Reporting and Budget monitoring
7. Coordinate and supervise the preparation of strategic plans, budgets and financial forecast.
8. Preparation and Revision of Budgets, educating budget holders, Consolidation, Validation and Analysis of budget vs actual on a monthly, quarterly, annual basis.

- **Financial Management & Audit**

1. Finalizing the books of accounts (Balance Sheet, Profit and Loss account, Cash flow statement etc.) as per Indian laws. Preparation and submission of various statutory returns including Income Tax, Companies Act and FCRA .Supervise and coordinate the Internal Audit, Statutory Audit, Annual Reports
Systems
2. Lead in Projects for implementation of Financial systems
Representation in Global financial groups

- **Sub Recipient Management**
 - Reviewing the reports submitted by SR
 - Preparing consolidated report under project and provide it to FO for his review
 - Regular liaising, monitoring at SR for financial submission
 - Adhering completion of audits at SR in time
- **Monthly reporting**
 - Review the monthly accounting data in respect of predefined dimensions.
 - Review the final accounting data file to be uploaded in Navision
- **Other responsibilities**
 - Working under guidance of Finance Officer to maintain fund management.
 - Reviewing of provision entries at the end of every quarter and providing the same to FO for final verification and upload.
 - Review FIND India finance policies, SOPs and procedures under guidance of FO
 - Ensure petty cash management and its reporting
 - Assist in assuring a strong system of Internal Controls
 - Assist in comply with local, state, and federal government reporting requirements and tax filings.
 - Assist in comply with direct and indirect tax laws
 - Assist in preparation and monitoring of the budget/s and forecast for FIND India
 - Establish, maintain and reconcile the general ledger
 - Prepare and reconcile bank statements
 - Establish and maintain supplier / vendor and project specific accounts
 - Ensure transactions are properly recorded and entered into the computerized accounting system
 - Assist in the annual audit and project specific audits
 - Conducting various reviews at HR/Procurement agency
 - Assist in preparing various reports for HQ
 - Any other responsibilities as identified from time to time by the FO.

Qualifications, Experience and Competencies:

Qualifications:

The applicant must have a professional degree/certificate in accounts - CA/or CA Intermediate (equivalent) is preferred.

Experience:

- Minimum 5 years of experience in Core finance in a sizable Organisation (Preferably in Development Sector) at least three of which is in a supervisory position
- Expert knowledge on FCRA regulations and returns
- Audit and finalisation of financial statements
- Financial System Implementation
- Ability to understand and define processes.
- Skills and Competencies:
- Possess strong ability for analytical review of financial statements and evaluation
- Excellent verbal and written communication, interpersonal skill

- Team Management
- Knowledge about the Non-Profit Sector
- Working knowledge of accounting software Navision is an additional advantage

Nature of Appointment:

The selected candidate shall be initially offered a consultancy contract until **December 2020**. The position will be prolonged subject to satisfactory performance, project extension and fund availability.

FIND India reserves the right to/not to recruit/fill the posts.

Compensation offered:

The gross remuneration budgeted for the position shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

Deadline to send your application: 31st January 2018

Please mail a motivation letter, a detailed resume and three references to HR-IN@finddx.org.

(But don't wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.)

Please note that only applicants meeting the profile requirements will be personally contacted. Applications sent by recruitment agencies will not be considered.