

## 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 Mukh Grama Panchayath activities in 13 states (iii) Nationwide Technical Assistance for Direct Beneficiary Transfer (DBT) and Pradhan Mantri TB Mukh 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.

## Manager – Finance

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 specialization in Finance and a minimum of 8 to 10 years of professional experience in development agency.
- Working experience in The Global Fund projects is desirable
- Good Interpersonal & communication skills

- Good analytical, spreadsheet and accounting software skills; Knowledge of Accounting package Tally is preferred.
- Excellent written and verbal communication skills
- Good understanding of statutory compliances of the development sector organizations.
- Budgeting, Forecasting, Review of Budget Vs Actuals and Financial Reporting
- Flexible with travelling as this position may require travel to Project locations.

### **Roles and Responsibilities**

The Manager – Finance plays a crucial role in supporting the financial and accounting 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 project team to ensure the successful implementation of The Global Fund project, in liaison with the senior management team.
- Manage the daily operations of the accounting and finance function including month and year end closure process.
- Timely completion of financial review/ settlements/ online transactions/ reporting as per Organization & Global Fund requirements.
- 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.
- Responsible for rigorous tracking of project expenditure and ensuring that funds are optimally utilized in the project and there is no underspending/overspending for each line item
- Ensure strong internal controls for the project financial management as per the Financial Systems and procedures of the organization and The Global Fund's financial guidelines
- Ensure compliance with all the statutory requirements and The Global Fund Financial guidelines.
- Coordinate the Internal Audit/Internal reviews/The Global Fund/Global Fund representative's/ the Local Fund Agent (LFA) of The Global Fund reviews.
- Efficiently manage the overall project financial resources, Develop and execute financial strategies, budgets, and forecast.
- 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
- Work closely with the programme staff to review the monthly financial reports in comparison with the approved budgets.
- Financial reporting and analysis, and ensure accuracy and timeliness in financial statements and report for consolidation and final reporting to the PR.
- Monitor time sheets ensuring the proof of time allocated to Global Fund project activities.
- Carry out field visits for physical verification and finance monitoring

- Handholding and supportive supervision – at least one travel to states in a month, 2-4 days, for handholding and supportive supervision.
- Closely work with Senior Manager – Finance and Central Finance team in adhering to organizational policies and procedures, The Global Fund guidelines, related to procurement, training, capacity-building activities, and other activities related to the implementation of the project.

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 Manager - Finance will be reporting to the Senior Manager - Finance KHPT, Delhi

### 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 2<sup>nd</sup> Sep, 2024.**