



Water, Sanitation and Hygiene Institute (WASH Institute)

Water, Sanitation and Hygiene Institute (WASH Institute) established during the year 2008 in Kodaikanal, is a registered non-profit government technical, training, research and development organization dedicated to providing practical solutions to tackle a wide range of water, sanitation and hygiene issues in India.

Over the years, WASH Institute has carved its niche in the field of Water, Sanitation and Hygiene as an expert through its quality training programs, Technical Assistance programs to the Government of India, grassroots programs, and research & advocacy. WASH Institute also has an academic wing that conducts formal courses at Reddiarchatram, Tamil Nadu in affiliation with the Madurai Kamaraj University. The Institute has a proven record of accomplishment in organizing National Workshops/conferences on various themes of Water, Sanitation and Hygiene. WASH Institute is currently operating from different branch offices that are located in Reddiarchatram, Chennai, Madurai and Thiruppullani (Tamil Nadu), Munger (Bihar), West Bengal, Bhadradari Kothagudem (Telangana), Noida and Saharanpur (Uttar Pradesh), Malur (Karnataka), East Godavari district (Andhra Pradesh), Hindaun (Rajasthan), Amritsar, Gurdaspur (Punjab) and New Delhi.

WASH Institute is looking to recruit motivated personnel to share the vision of WASH Institute – “a world where all the communities have access to safe, protected and sustainable drinking water and sanitation services, with improved hygiene practices”.

Name of the position	Accountant
No. of positions	1
Duty Station	New Delhi
Desired Qualification	M.com/B.com

Job Description:

- 1) Preparing accounting documentation including voucher preparation.
- 2) Preparing monthly and quarter wise statement of expenditure.
- 3) Prepare Budget Utilization Statement of Funding Agencies.
- 4) Responsible for keeping the accounts and records as required by the funders.
- 5) Prepare various books of accounts, financial statements like receipts & payments, variance reports, budgets, TDS, bank reconciliation statements.
- 6) Responsible for Payroll, PF, ESI and related statutory requirements to the concerned departments.
- 7) Keep all reimbursement records in order for accounting and tax evaluation purposes.
- 8) Assistance during internal audit, statutory audit and statutory filings with the various departments.
- 9) For program related procurement - provide guidance to the concerned person in the preparation of the procurement requests. Provide professional advice and assistance to program management team on various aspects of financial management.

- 10) Track and report key functional metrics to reduce expenses and improve effectiveness in procurement.
- 11) Maintaining appropriate files / records / documents towards meeting legal and statutory requirements.

Requirements

1. At-least 1-2 years of relevant experience in NGO/Development sector.
2. Strong working knowledge of Microsoft Office and TALLY.

Languages

Sound knowledge of speaking, reading and writing in English and Hindi is essential.

Salary Package

Salary will commensurate with experience as per sector/industry standards.

How to Apply

Application can be e-mailed to the following address: careers@washinstitute.org

The last date to submit application is **31st May, 2021**. Only shortlisted candidates will be contacted.
When e-mailing, please mention the post and location in the “subject” line with your full name.

WASH Institute is an equal opportunity employer and qualified women candidates are encouraged to apply.