



## 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), Khardah, Panihati (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”.

<b>Name of the position</b>	Accounts Officer
<b>No. of positions</b>	1
<b>Duty Station</b>	New Delhi
<b>Required Qualification</b>	M.Com/B.Com Degree from a reputed Board/University with a minimum of 3 years of work experience in the development sector (NGOs).  The Candidate should possess excellent knowledge of operating Tally and MS-Office package.

### Key Responsibilities

- Establish and maintain the accounting system that covers all elements of financial management, financial analysis and revises, internal control and finance reporting for administration and technical program purposes.
- Manage all financial transactions between vendors and donor.
- Keep all reimbursement records in order for accounting and tax evaluation purposes.
- Monitor closely all the expenses to ensure they do not go over budget and monitor the expenditure for each discipline / line items.
- 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.
- Responsible for all the financial audits pertaining to projects.

- Developing financial reports as per donors' requirement and submission of timely report to donors.
- Maintain appropriate files / records / documents towards meeting legal and statutory requirements.
- Prepare various books of accounts, financial statements like receipts & Payments, variance reports, budgets, TDS, Bank reconciliation statement.
- Handling administrative work as and when required.

**Languages**

Full professional proficiency in English. Preference shall be given to candidates with proficiencies in additional Indian languages.

**Salary Package**

The annual Salary (CTC) will be commensurate with the available skills and fitment of the incumbent as per the selection process.

**How to Apply**

Please submit your recent curriculum vitae, including up to a 250 words summary explaining your relevant experience towards the job role. Application can be e-mailed to the following address: **careers@washinstitute.org**

The last date to submit application is **31<sup>st</sup> August, 2021**. Only shortlisted candidates will be contacted. When e-mailing, please mention the post and location in the "subject" line.

***WASH Institute is an equal opportunity employer and qualified women candidates are encouraged to apply. WASH Institute has zero tolerance towards any forms of Sexual exploitation and abuse at work place. WASH Institute does not discriminate qualified candidates based on age, caste, class, sex, gender, disability, religion, nationality, ethnicity, health and disability.***

