



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, Thiruppullani and Pudukottai (Tamil Nadu), Munger (Bihar), West Bengal, Bhadradi 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	Chief Financial Officer (CFO)
No. of positions	1
Duty Station	New Delhi
Required Qualification	<ul style="list-style-type: none"> • CA • 10+ years experience in a senior financial managerial position • Deep understanding of FCRA, Income Tax and other statutory compliance requirements • Advanced computer skills, specifically with Accounting packages, and proficiency in MS Office • Results-oriented, strategic thinker and planner

Key Responsibilities

- Analyses financial statements and prepares reports and recommendations to the Management and the Board Members concerning financial performance.
- Oversees the preparation and communication of annual financial statements.
- Oversees the financial health and financial performance of the Institute.
- Manage a team of accountants and procurement personnel working in offices across the country.
- Responsible for general and project contracts and procurement procedures.
- Oversees investigations into reporting errors. Prepares and submits all financial statements as required by law and by Institute policy.
- Prepares forecasted financial statements and prepares reports and recommendations to the Management and the Board Members concerning forecasted financial statements.

- Interaction with Statutory, Donor and Internal auditor, resolving issues raised by them and ensuring audit completion and preparation of responses.
- Budget preparation, financial controlling, maintaining accounts and following all accounting standards.
- Prepares financial reports as per Donor requirements and for FCRA, and all statutory compliances.
- Lead all compliance efforts at the organization – FCRA, 80G, 12AA certificates, personnel related compliances such PF, insurance, and gratuity as per law and organizational policy.
- Periodic review of finance and accounting policies, internal controls, annual insurance renewal, pursuing claims.
- Serve as a key point of contact for external auditors.
- Review all month-end closing activities including general ledger accounts, balance sheet accounts and overhead cost allocations.
- Reviewing all formal finance, HR, and IT-related procedures.
- Ensuring timely completion of all statutory, legal and other compliances.

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 **10th October, 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 for 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.