



### **About WASH Institute**

Water, Sanitation and Hygiene Institute (WASH Institute), established in 2008, is a non-profit organization, dedicated to providing practical solutions to tackle a wide range of water, sanitation, hygiene and environmental issues in India and the neighbouring countries. WASH Institute aims to build the capacities of the sector through programs that provide a) training and academic courses, b) technical advisory and consultancy services, and c) grass roots community WASH programs.

WASH Institute has been conducting extensive training programs for government functionaries, private sector professionals, NGOs, and other practitioners with the objective of effective WASH implementation across the country. In addition, our academic campus offers Diploma and Masters level courses in sanitation, under affiliation to a leading university. As part of our WASH Advisory program, we provide PMU services to central, state, and local governments in both urban and rural areas to support implementation of SBM, JJM, and AMRUT schemes. Our community WASH programs are currently ongoing in 13 locations across 8 states in India.

We are a multi-disciplinary team that tackle complex multi-faceted problems of behaviour change, quality of service, and sustainability of WASH interventions. We are looking for experienced professionals to work with us towards our visions of “a world where all the communities have access to safe, protected and sustainable drinking water and sanitation services, with improved hygiene practices”.

**WASH Institute** is looking for promising, experienced, and bright candidates

<b>Name of the position</b>	Finance and Accounts Manager
<b>No. of positions</b>	1
<b>Duty Station</b>	New Delhi
<b>Required Qualification &amp; Experience</b>	<ul style="list-style-type: none"><li>• M.Com / MBA Finance with 8-10 years of experience working in NGO/INGO/Development projects in relation to grant and finance management is essential</li><li>• Experience in managing FCRA Accounts and sound knowledge of prevalent accounting packages and MS office Suite will be an added advantage</li></ul>

### **Job Description:**

1. Undertake a variety of finance management activities including effective maintenance of budget framework and provide relevant, reliable and timely financial management advice and reporting system and will report to functional head.

2. 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.
3. Manage all financial transactions between vendors and donors.
4. Keep all reimbursement records in order for accounting and tax evaluation purposes.
5. Monitor closely all the expenses to ensure they do not go over budget and monitor the expenditure for each discipline/line items.
6. Establish professional pre-validation techniques to ensure that obligations/disbursements do not exceed available funds and that they meet legitimate operational and program.
7. 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.
8. Responsible for all the financial audits pertaining to projects.
9. Coordinate with the team for the accomplishment of the relevant program activities towards achieving expected results in accordance with the program's objectives.
10. Ensure proper utilization of funds and organizational accounting standards, systems and procedures adhered to ensure statutory compliances (FCRA, Income Tax, RBI rules, companies act etc.).
11. Developing financial reports as per donors requirement and submission of timely report to donors.
12. Maintaining appropriate files /records/documents towards meeting legal and statutory requirements.
13. Manage the accounts team and ensure their performance are meeting the organisation requirements.
14. Involving in Programmatic activities as and when required.
15. Prepare various books of accounts, financial statements like receipts and payments, variance reports, budgets, TDS, bank reconciliation statement.
16. Maintain and ensure confidentiality in all matters relating to Accounts & Administration
17. Fulfilling legal requirements
18. Flexibility, self -motivation, team spirit and ability to meet multiple tasks efficiently and delivering consistently on deadlines.
19. Filing periodical e-returns for TDS, Service Tax etc.
20. Working according to the instructions by Higher Authorities.
21. Any other task as assigned by the Program Director.

### **Requirements**

1. Candidate must be M. Com/ MBA in Finance from a reputed institution. CA/CA-Inter, ICWA will be an added advantage.
2. At least 8-10 years of experience in NGOs /INGOs or development projects in relation to grant and finance management.
3. Extensive knowledge about statutes such as Foreign Contribution (Regulation) Act (FCRA), Income Tax, Professional Tax, Labour Laws, etc., and its applicability, particular to the development sector/ NGOs/ INGOs.
4. Thorough knowledge of principles, procedures and practices of accounting and maintenance of financial records and transactions.
5. Well conversant with Tally ERP; MS Office, MS Power Point Applications especially advanced skills in MS Excel.
6. Should be competent to design and supervise a good MIS financial system
7. Track record of undertaking a range of tasks simultaneously, adherence to time lines and ensuring delivery of quality reports on finance and accounting
8. Strong communication skills, result orientation, ability to manage a team and ability to suggest solutions to complex problems

9. Handled supervisee with optimum use of her/ his abilities in the achievement of organizational goal.
10. Sound ethics including the protection of proprietary and confidential information
11. Good written and verbal communication skills in English

**Languages**

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

**Salary Package** as per sector/industry standards

**How to Apply**

Please submit your recent curriculum vitae, including up to a 150-200 words summary explaining why you think you are suitable for this position. Application can be e-mailed to the following address: **careers@washinstitute.org**

The last date to submit application is 17<sup>th</sup> June 2022. The screening will be done on rolling basis. Hence, the candidates are requested not to wait till the deadline. 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 encourages women candidates to apply. WASH Institute does not discriminate candidates based on age, caste, class, sex, gender, religion, nationality, ethnicity, disability and health.***