



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

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| 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

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 17th 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.