

## Do you need a cumulative and motivational environment?

Water, Sanitation and Hygiene Institute (WASH Institute) established during the year 2008, 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. Headquartered in Kodaikanal (Tamil Nadu), WASH Institute was granted the status of National Key Resource Centre by the then Ministry of Drinking Water and Sanitation (MDWS), now Ministry of Jal Shakti, Govt. of India in the year 2010. WASH Institute operates from different branch offices that are in Reddiar Chatram, Chennai, Madurai and Thiruppullani (Tamil Nadu), Munger (Bihar), Bhadrachalam (Telangana), Noida and Saharanpur (Uttar Pradesh), Malur (Karnataka), Anaparthi (Andhra Pradesh) and New Delhi. WASH Institute also have an academic wing that conducts formal courses at Reddiarchatram, Tamil Nadu in affiliation with the Madurai Kamaraj University. The Institute has also a proven track record of organizing National Workshops/conferences on various themes of Water, Sanitation and Hygiene. WASH Institute India 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>	Delhi
<b>Desired 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.
- Maintaining 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 as per the project office requirements.

**Languages**

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

**Salary Package**

The annual Salary (CTC) will 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 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](mailto:careers@washinstitute.org)

The last date to submit application is 10<sup>th</sup> February, 2023. 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 will be given preference for this position.