

Do you need a cumulative and motivational environment?

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. 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”.

Name of the position	Accounts Assistant
No. of positions	1
Duty Station	New Delhi
Desired Qualification	M.Com/B.Com Degree from a reputed Board/University with a minimum of 2 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.
- Any other financial task and responsibility assigned by the line manager.

Languages

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

Salary Package

As per Industry Standard and as per qualifications & work experience of candidate.

How to Apply

Please submit your updated curriculum vitae. The last date to submit application is 25th November 2023. Application can be e-mailed to the following address: careers@washinstitute.org. The subject line of the Application should state the name of the position. **(Example: Application for Accounts Assistant – New Delhi).**

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.