Do you need a cumulative and motivational environment?

Water, Sanitation and Hygiene Institute (WASH Institute) in Kodaikanal, established during the year 2008, is a registered non-profit technical, training, research and development organization dedicated to providing practical solutions to a wide range of water, sanitation, hygiene and environmental issues across India. WASH Institute was granted the status of National Key Resource Centre by the Ministry of Drinking Water and Sanitation (MDWS), now Ministry of Jal Shakti, Govt. of India in the year 2010. WASH Institute has its branch offices across eight states spreading across 14 locations. Over the years, WASH Institute has carved its own niche in the field of Water, Sanitation and Hygiene as an expert through its quality training programs, grassroots programs, research and advocacy. Currently WASH Institute is providing Technical Assistance support to Ministry of Housing and Urban Affairs (MoHUA) on Swachh Bharat Mission in collaboration with The Bill & Melinda Gates Foundation and USAID. In addition, it is providing Technical Assistance to Ministry of Jal Shakti on SBM-gramin and Jal Jeevan Mission. WASH Institute has been providing access to improved WASH services to marginalized communities and schools by implementing grassroot level CSR projects across eight states namely Tamil Nadu, Andhra Pradesh, Telangana, Bihar, Rajasthan, West Bengal, Karnataka, and Uttar Pradesh. WASH Institute is also a key partner of USAID for building the skill & capacities of government officials/engineers, private sector players, sanitation workers, NGO professionals and other stakeholders on Faecal Sludge & Septage Management.

Key donors of WASH Institute are BMGF, USAID, NSE Foundation, ITC Limited, HCL Foundation, BPCL, and ONGC. In 2018, WASH Institute was conferred with National Level Award organized by India Today for “Best Institute on Sanitation Skill”. The organization has also been honoured with a National Level Award by Ministry of Housing and Urban Affairs (MoHUA), Government of India on “Technology Challenge for identifying and promoting solutions for cleaning and maintenance of septic tanks which eliminated the need for human entry”. In January 2020, WASH Institute was awarded by FICCI under the Water Initiatives by NGO category. In the same month, HCL Foundation conferred ‘Best Practice Award 2020 on WASH’

<table>
<thead>
<tr>
<th>Name of the position</th>
<th>Accounts Officer</th>
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</thead>
<tbody>
<tr>
<td>No. of positions</td>
<td>1</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Delhi</td>
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<tr>
<td>Desired Qualification</td>
<td>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.</td>
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**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 250 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 **31st July, 2020**. 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.