

Do you need a cumulative and motivational environment?

Water, Sanitation and Hygiene Institute (WASH Institute) is a non-profit training and development organization dedicated to providing practical solutions to tackle a wide range of water, sanitation, hygiene and environmental issues in India and the neighbouring countries. The WASH Institute headquarter is at Kodaikanal with branch offices in Dindigul, Madurai Thirupullani & Salem (Tamil Nadu), Munger (Bihar), Bhadrachalam(Telangana), Kolkata (West Bengal), Noida & Saharanpur (Uttar Pradesh), Malur (Karnataka) and New Delhi. The core activity of WASH Institute is conducting training programs to groom water, sanitation, hygiene and environment-sector professionals, as well as functionaries from the government, non-profit organizations and other agencies working in the WATSAN sector. Special focus is given to mid-level professionals who are directly involved in managing the programmes on ground. WASH Institute also possesses an academic wing that conducts formal courses at Reddiarchatram, Tamilnadu in affiliation with the Madurai Kamaraj University. The organization also undertakes monitoring and evaluation, conducts appropriate action research and field study/experiments, and engages in advocacy in order to promote the importance of capacity building at all levels and influence other sector players and institutions to replicate successful models and strategies widely. 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”.

WASH Institute is looking for promising, experienced and bright candidate for the position of **Finance and Accounts Manager – New Delhi**.

Name of the position	Finance and Accounts Manager
No. of positions	1
Duty Station	New Delhi
Desired Qualification	M.Com / MBA Finance

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 and Hindi language is essential.

Salary Package

Attractive salary as per sector/industry standards

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 22ndMay,2019. 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. Preference will be given to Women candidates.