POSITION	**Finance cum Admin Officer**
NUMBER OF POSITIONS	1 (One)
REPORTS TO	Finance Manager
LOCATION	Noida
Posting Date	06/11/2026
Closing Date	12/11/2026

Background

World Health Partners (WHP) is a non-profit organization mandated to deliver holistic healthcare to underserved communities by innovatively leveraging available resources more efficiently. Evidence-based management and technological solutions that are sophisticated to work in extremely low-resource settings are the hallmarks of WHP's programming strategy. WHP believes that it is unconscionable to divide resources on ideological basis—such as public and private sectors—since low resource settings mandate a focus on collectivizing all existing resources to achieve better outcomes.

WHP is best known for its programs focused on early detection and treatment of tuberculosis in urban and rural settings supported by community-based activities to ensure prevention. WHP currently operates its projects in Bihar, Delhi, Jharkhand, Uttar Pradesh, Punjab, Haryana, Uttarakhand, Uttarakhand and Odisha.

About the project

WHP has been selected to implement Intensified Case Finding (ICF) under Tuberculosis Implementation Framework Agreement (TIFA) of select Medical Colleges, District Hospitals and Community Health Centers in Uttar Pradesh and Bihar. Medical colleges, district hospitals and Community Health Centers serve as a strong, yet underexplored, opportunity to identify missing cases, and integrate them into the care cascade. Medical colleges and district hospitals in India serve as tertiary referral hubs, witnessing massive daily footfalls in Outpatient Departments (OPDs) and high bed-occupancy in wards, contributing low notification of total cases consistently for decades. Despite the high potential, medical colleges, for example, face massive pre-testing attrition, with majority of symptomatic patients dropping out between the initial screening and the laboratory.

The Admin-cum-Finance Officer will serve as a pivotal role responsible for the comprehensive administrative and financial management of the project across intervention facilities in the districts and state. She/he will function as the key point for administrative coordination, financial management, documentation, and reporting for the project. Moreover, the Admin-cum-Finance Officer will be accountable for ensuring timely, accurate, and compliant processing of project expenditures, financial records, supporting documents, and administrative requirements in accordance with project mandate.

Qualifications, Skills and competencies

Key Responsibility Areas (KRA) would include but not be restricted to the following:

- A Bachelor's Degree in Commerce and or Master's in Business Administration with a minimum of 5 to 6 years of professional experience in development agency.
- Working experience in The USAID, The Global Fund and other bilateral donors projects is desirable
- Good Interpersonal & communication skills
- Proven work experience as an Administrative Officer, Administrator or similar role
- Knowledge of Office procedures and HR compliances
- Good analytical, spreadsheet and accounting software skills; Knowledge of Accounting package such as Tally, SAGE and other financial softwares
- Good understanding of statutory compliances of the development sector organizations.
- Excellent written and verbal communication skills
- Flexible with travelling as this position may require travel to Project locations

Scope of work and key responsibilities

- Work closely with the Finance, Admin and HR Managers and the project lead to ensure the successful implementation of the project.
- Manage the daily operations of the accounting and finance function including month and year end-process.
- Maintaining books of accounts with proper voucher system and book-keeping by complying with standard accounting principles, the financial systems and procedures of Statutory and The donor Financial Guidelines.
- Verification of bills for payment ensuring the adherence of policies of the organization and the donor guidelines
- Review of all advance payments and follow-ups for bills settlements
- Timely completion of financial review/ settlements/ online transactions/ reporting as per Organization & donor requirements.
- Orient / communicate financial guidelines to programme staff for smooth functioning of program implementation as per the organization donor guidelines.
- Supporting the program staff in finalizing the program / Events Budgets and Projected Expenditure as per the planned programme activities.
- Support the program team in procurement and providing the logistical support to conduct the program activities (training, orientation, meetings) smoothly.
- Co-ordinate with HR, Finance and maintain attendance register, leaves and other HR records
- Overall responsible for Office administration, procurement, Vendor Empanelment by complying with the organization policies and donor guidelines
- Custodian of the Fixed Assets and other inventory and keep proper records for the same
- Monitor time sheets ensuring the proof of time allocated to project activities.

Remuneration

A competitive salary commensurate with experience is offered. World Health Partners (WHP) is an employer that follows the principle of equal opportunity about its hiring and promotion procedures. WHP does not discriminate based on religion, race, class, or gender and is committed to giving everyone an equal chance.

How to apply

Aspirants are requested to apply online for the respective job post through the link provided below:

Position Name	Location	Google Form Link
M&E Officers	Lucknow and Patna	**https://forms.gle/3LycSsp1HTTYJhm46**

Instruction to be followed while filling out the online application form.

1. A field with an asterisk (*) cannot be left blank.
2. An updated CV needs to be uploaded in the last section of the application form
3. The aspirant is requested to upload the CV in WORD or PDF format.
4. Failing to click on the SUBMIT button, the application form will not be submitted. So, kindly ensure to click on the SUBMIT button.
5. Kindly note that the online application form can be submitted only once for a post from a particular mail id.