

POSITION	District Finance Officer
NUMBER OF POSITIONS	1 Position
REPORTS TO	District Lead (PRI and CE)
LOCATION	Lucknow, Uttar Pradesh
Posting Date	November 5, 2024
Closing Date	November 10, 2024

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, Jharkhand, Uttar Pradesh, Punjab, Haryana, Uttarakhand, Himachal Pradesh, Gujarat and Delhi.

About the project

WHP has been selected as a Sub Recipient (SR) of Karnataka Health Promotion Trust (KHPT) for implementing the **IMPACT India project** supported by The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM), for the grant cycle 2024-2027, for the TB grant in India. WHP will implement this project in selected districts of Delhi, Uttar Pradesh, Himachal Pradesh and Uttarakhand. The key project elements include TB Champion Engagement and TB Mukht Grama Panchayat activities. The project activities will be implemented in close collaboration with state and district NTEP, Panchayat Raj and Rural Development and other allied stakeholders.

Scope of work and key responsibilities

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

- Spearhead the development and implementation of financial plans across all districts in alignment with the program objectives.
- Ensure meticulous financial documentation and timely reimbursement of program-related payments to TB Champions (TBCs), Community Coordinators, District Leads, and other stakeholders.
- Collaborate with district leads to compile and analyze financial data, preparing regular financial reports. Submit these reports to the State Lead and the head office on a consistent basis.

- Take the lead in training and building the project finance related capacity of Community Coordinators. Ensure their proficiency in the financial system for effective documentation and utilization of grants.
- Assume responsibility for office management at the district level, overseeing administrative processes to maintain a smooth and organized workflow.
- Ensure that financial planning and documentation comply with relevant regulations and ethical standards. Uphold transparency and integrity in all financial transactions.
- Collaborate closely with district leads, State Lead, and head office to align financial processes with overall program goals and objectives.
- Monitor the utilization of funds and grants, ensuring they align with the approved financial plans and contribute to the successful execution of program activities.
- Identify opportunities for improvement in financial management processes. Implement measures to enhance efficiency, accuracy, and adherence to financial guidelines.
- Maintain effective communication and coordination with all stakeholders involved in financial planning and reimbursement processes.
- Implement risk management strategies to address potential financial challenges and ensure the program's fiscal health and sustainability.

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on organisational requirements.

Qualifications, Experience, and Skills

- Minimum graduate degree in commerce or equivalent disciplines and possess a minimum of 3 years of experience in maintenance of Accounts and audit requirements in development sector.
- Proficient in the use of accounting software like TALLY MS Excel, with the ability to derive actionable financial insights from accounts through software applications.
- Fair understanding of TDS, P. Tax, EPF, ESI and other statutory requirements.
- Ready and willing to travel across the implementation districts of the state.

Remuneration

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

Note: Remuneration for this position is maximum Rs. 25,000/- monthly. (Taxes applicable as per the prevailing norms).

How to apply

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

Position Name	Location	Google Form Link
District Finance Officer	Lucknow	Application Link: https://forms.gle/t15WMRydEvWF6djQ5

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.
