Junior Accountant cum Admin Assistant

Organization:
The Foundation for Innovative New Diagnostics (FIND) is an international non-profit organization based in Geneva, Switzerland. The organization is dedicated to activities that result in: 1) new diagnostic tools; 2) expanded access to these tools; and 3) strengthened diagnostic testing capacity for poverty-related diseases in low- and middle-income countries. FIND India is a subsidiary of FIND, Geneva.

FIND is established in India as an independent non-profit Foundation created under Section 8 (Indian) Companies Act, 2013 with its offices in New Delhi. FIND India is the key implementing partner of Central TB Division, Ministry of Health & Family Welfare, Govt of India for strengthening and expanding TB laboratory diagnostic capacity within the Revised National TB Control Program (RNTCP) supported by the Global Fund.

Additionally, FIND India is also implementing a Global Fund supported project, entitled Joint Effort for Elimination of Tuberculosis (JEET) with an aim to partner with the private sector in various States of India to establish linkages to increase notifications, microbiological confirmation of TB patients and facilitate early treatment initiation and adherence support systems for improved treatment completion rates with mechanisms to reduce catastrophic costs to TB patients. JEET activities take a multi-pronged approach to engage with private sector, as part of National Strategic Plan mantra to “go where the patients go”. The project proposes to work closely with the patient at all the touchpoints including chemists, pharmacies, clinics, providers, hospitals, laboratories, and RNTCP.

For more information about the organization, please visit http://www.finddx.org/

Location: Chandigarh (PN), Kolkata (WB), Visakhapatnam (AP), Hyderabad (TS), Bangalore (KA), New Delhi

Your responsibilities:
- Overall management of dedicated project bank account under the guidance of State PPM lead (SPPML) & Dy. Finance Officer (Dy. FO)
- Manage day to day SPMU office expenses (e.g. electricity, stationery, housekeeping, rents etc.)
- Keep detailed record of all project related expenses, bank statements, periodic S.O.E.
- Prepare of payment/ expenditure vouchers and submission to head office along with necessary supporting documents
- Assist in reconciling physical expenditures (cash & online), bank statements & other reports
- Assist SPPML in budget forecasting & preparing advance fund/ cash request
- Management of petty cash as per organizational policy & guidelines
- Assist SPMU in project related small/ medium scale procurements of goods & services e.g. seeking quotations, preparation of comparative statements, confirmation of orders and related payments etc.
- Assist head office in overall financial management & project audits
- Assist in complying with local, state and federal government’s reporting requirements and tax filings
- Assist in complying with direct and indirect tax laws
- Any other responsibilities identified and assigned by line supervisors
Skills and experience required:
- **Essential qualification:**
  - Graduate in math or accounting stream or equivalent/CA intermediate/CA
  - Two years of relevant work experience
- **Preferential qualification:**
  - Knowledge of accounting software like Tally (Navision - an additional advantage)
  - Computer skills (MS Office, e-mail and other basics)

Nature of the appointment:
The selected candidate shall be initially offered a consultancy contract until **December 2020**. The position will be prolonged subject to satisfactory performance, project extension and fund availability.

Compensation offered:
The gross remuneration budgeted for the position shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

Deadline to send your application:
Please mail a motivation letter, a detailed resume and three references to HR-IN@finddx.org by **11 May 2020**

*But don’t wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.*

Please note that only applicants meeting the profile requirements will be personally contacted. Applications sent by recruitment agencies will not be considered.