

Posted: 21 Sep 2021



## Deputy Finance Officer JEET

### Organization:

FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decision makers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US\$1 billion in healthcare costs to patients and health systems. We are co-convenor of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a World Health Organization Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation.

FIND India, with its office in New Delhi, is an independent non-profit organization created under Section 8 of the Indian Companies Act, 2013. The organization is dedicated to activities focused on introducing and expanding quality assured, rapid, accurate and accessible diagnostic solutions for several infectious and non-communicable diseases. FIND India has undertaken several projects focused on TB, viral hepatitis C, COVID-19, and Antimicrobial Resistance (AMR).

### Background:

Drug-resistant tuberculosis (DR-TB) continues to be a public health threat to achieving the global TB elimination goals. Worldwide in 2019, close to half a million people developed multidrug resistant (MDR) TB with India bearing ~27% of this global burden. The recent national anti-TB drug resistance survey conducted in India estimates it is critical to identify these drug resistant cases early so that they are managed appropriately. The National TB Elimination Program (NTEP) therefore endeavours to provide Universal Drug Susceptibility Testing (UDST) to all TB patients through the rapid scale up of automated Nucleic Acid Amplification Tests (CBNAAT and TrueNat) for diagnosing rifampicin resistance and LPA (Line Probe Assay) for INH and SL drugs. With over 2,000 CBNAAT and TrueNat sites across the country the DST for rifampicin is now decentralized and easily accessible. However, the LPA labs, due to their special infrastructure and HR requirements, are limited and centralized causing delayed DST for second line drugs and INH. In West Bengal there are currently two functional LPA laboratories to manage the existing load of LPA testing. While, the state is in the process of establishing three additional LPA laboratories which are expected to be functional by late 2021, in the interim there is urgent need to supplement the state's LPA testing capacity in select districts. The project aims to bridge this gap during the interim period.

### Overall objective:

FIND India is implementing a Global Fund-supported project titled Joint Effort for Elimination of Tuberculosis (JEET), with an aim to partner with the private sector in various States of India 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 the high costs to TB patients. JEET activities take a multi-pronged approach to engage with the private sector, following the National Strategic Plan mantra to "go where the patients go". The project therefore proposes to work closely with the patient at all the touchpoints. These include chemists, pharmacies, clinics, providers, hospitals, laboratories, and Revised National TB Control Programme (RNTCP).

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FIND is seeking Dy. Finance officer, this role aims at functions of Audits, Budgeting, Planning, Management Reporting, financial system implementation. In this role the Dy. Finance officer shall report to the Finance officer.

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

**Location:** New Delhi, India Office

**Your responsibilities:**

- **Reporting, Budgeting & Planning:**
  - Developing reports and summarizing the business financial position in areas of income, expenses, capital usage and cash flows.
  - Reporting on monthly, quarterly, annual performance metrics.
  - Assist in reporting to the Board.
  - Help in developing financial management manuals for Indian entity.
  - Designing new financial reporting formats.
  - Ensuring timely Financial Reporting and Budget monitoring
  - Coordinate and supervise the preparation of strategic plans, budgets and financial forecast.
  - Preparation and Revision of Budgets, educating budget holders, Consolidation, Validation and Analysis of budget vs actual on a monthly, quarterly, annual basis.
  - Preparation of PU & PUDR, CBR and other GF required reporting.
  
- **Financial Management & Audit**
  - Finalizing the books of accounts (Balance Sheet, Profit and Loss account, Cash flow statement etc.) as per Indian laws. Preparation and submission of various statutory returns including Income Tax, Companies Act and FCRA. Supervise and coordinate the Internal Audit, Statutory Audit, Annual Reports Systems.
  - Lead in Projects for implementation of Financial systems.
  - Representation in Global financial groups.
  
- **Sub Recipient Management**
  - Reviewing the reports submitted by SR on a periodic basis.
  - Preparing consolidated report under project and provide it to FO for his review.
  - Regular liaising, monitoring at SR for financial submission.
  - Adhering completion of audits at SR in time.
  - Conducting Grant Monitoring Visits at SRs on a quarterly basis & submit report to internal stakeholders for review.
  
- **Monthly reporting**
  - Review the monthly accounting data in respect of predefined dimensions.
  - Review the final accounting data file to be uploaded in Navision.
  
- **Other responsibilities**
  - Working under guidance of Finance Officer to maintain fund management.
  - Reviewing of provision entries at the end of every quarter and providing the same to FO for final verification and upload.
  - Review FIND India finance policies, SOPs and procedures under guidance of FO.
  - Ensure petty cash management and its reporting.
  - Assist in assuring a strong system of Internal Controls.
  - Assist in comply with local, state, and federal government reporting requirements and tax filings.
  - Assist in comply with direct and indirect tax laws

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- Assist in preparation and monitoring of the budget/s and forecast for FIND India
- Establish, maintain, and reconcile the general ledger
- Prepare and reconcile bank statements
- Establish and maintain supplier / vendor and project specific accounts
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Assist in the annual audit and project specific audits
- Conducting various reviews at HR/Procurement agency
- Assist in preparing various reports for HQ
- Preparation of FAR & conducting Physical Verification of Assets
- Any other responsibilities as identified from time to time by the FO.

### **Skills and experience required:**

- The applicant must have a professional degree / certificate in accounts – CA /or CA Intermediate (equivalent) is preferred.
- Minimum 5 years of post-qualification experience in Core finance in a sizable Organisation (Preferably in Development Sector) at least three of which is in a supervisory position.
- Expert knowledge on FCRA regulations and returns.
- Audit and finalisation of financial statements.
- Financial System Implementation.
- Ability to understand and define processes.
- Skills and Competencies:
  - Possess strong ability for analytical review of financial statements and evaluation.
  - Excellent verbal and written communication, interpersonal skill.
  - Team Management.
  - Knowledge about the Non-Profit Sector.
  - Working knowledge of accounting software Navision is an additional advantage.

### **Nature of Appointment:**

The selected candidate shall be initially offered a fixed term employment contract for **3 years until March 2024**. The position will be prolonged subject to satisfactory performance, project extension and fund availability.

### **Compensation:**

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: 30 September 2021**

Please mail a motivation letter, a detailed resume and three references to [HR-IN@finddx.org](mailto:HR-IN@finddx.org)

Kindly provide the below required information as well:

1. Current CTC:
2. Expected CTC:
3. Notice period required with the current organization:

Due to high applicant volume, you may not receive a response from FIND India.

Only shortlisted candidates will be contacted. (But don't wait until the deadline!

We will start screening right away and if we find the right person, we will stop searching.