

Accounting Assistant

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

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

Location: New Delhi

Key job responsibilities:

Accounting Assistant shall be working directly with the Finance team at FIND Geneva to ensure that payments to project partners, suppliers, consultants, and staff are made on a timely basis and that related internal controls are complied with.

1. Input invoices from suppliers, consultants, partners and staff members
2. Scanning and filing of all bank related documents
3. Ensure accuracy of data input and maintain controls to ensure payment are not made twice
4. Maintain supplier database (supplier and banking records) in Microsoft Business Central (BC)
5. Prepare regular payment runs
6. Provide support to Senior Accountant
7. Any other responsibilities as identified from time to time by the Director of the India office

Experience and qualifications:

1. Accounting diploma with 3 to 5 years' experience
2. High level of accuracy, rigorous attention to detail
3. Advanced excel skills
4. Fluent in English (written and spoken)
5. Good presentations skills
6. Accounting software experience (Microsoft Business Central)

Nature of appointment:

The selected candidate will initially be offered a fixed-term contract for a period of one year. The position will be prolonged subject to satisfactory performance, project extension and availability of funds.

Posted 23 November 2021



Compensation: FIND India offers a competitive salary and shall be commensurate with the skill and experience of the selected candidate.

Deadline to send your application: 28 November 2021

Please mail a motivation letter, a detailed resume and three references to 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 short-listed 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)