Grants Officer

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

For more information, please visit www.finddx.org

Project Background
Airborne diseases including TB, in health care settings represent a major public health challenge. In 2010, National Airborne Infection Control (AIC) guidelines were adopted in India. These guidelines included specific policies for TB prevention and control in health care settings. However, the present uptake and implementation of these guidelines remains sub-optimal under the NTEP and NACP. The AIC guidelines assume greater importance with the recent Covid-19 pandemic. With the objective to improve outbreak preparedness, and control TB and other airborne infections at healthcare settings, the proposed activities are designed to ensure adoption of AIC practices at all nodal DR-TB facilities.

Further, with the adoption of “Test and Treat" policy by NACP the life expectancy of PLHIV has improved, which makes management and prevention of co-infections critical for the success of HIV program. With ART centres being overburdened and overcrowded in India, AIC becomes a core area of public health intervention to prevent transmission of TB and other airborne infections at these facilities.

Objective and Primary Outcome:
The main objective of the program is improving outbreak preparedness of the healthcare facilities and controlling air-borne infections such as TB and COVID at healthcare settings, the proposed activities under the project will ensure adoption of AIC practices at identified nodal DR-TB facilities and associated ART centers. The project intends to lead to following outcomes:

- Reduced events of airborne disease outbreaks at healthcare facilities
- Safe healthcare facilities that protect healthcare workers and patients against airborne infections.
- Reduced rates of HAI (Healthcare associated infections) especially TB and COVID.
- Improving access to TB services supporting mitigation of COVID-19 under NTEP.
- Improved reporting of IC indicators leading to early identification of outbreaks at healthcare facilities.

Location: New Delhi

Job description
The Grants Officer will work closely with the Finance Lead, Project team as well as the states, sites, other stakeholders to lead implementation of all activities under the project:
Your Main Goals, Responsibilities and Key Activities:

- Planning, Budgeting and Reporting on activities
- Tracking budget utilization at the PR/SR level and flag any bottlenecks in the utilization of funds to the Senior Management in timely manner.
- Coordination with different teams at PR/SR level who will be involved in the implementation of different interventions.
- Developing reports and summarizing the business financial position in areas of income, expenses, capital usage and cash flows on periodic basis.
- Help in developing financial management manuals for the organization.
- Support in designing new financial reporting formats
- 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 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 and Annual Reports.

- Sub Recipient Management
  - Regular liaising with SR for timely submission of periodic financial report.
  - Reviewing the reports submitted by SR(s) on a periodic basis.
  - Preparing consolidated report under project and provide it to Finance Lead for his review.
  - Support in audits at SR level and ensure timely completion of SR’s project audit.
  - Act as a focal point for SR to coordinate for any budget modifications PR/SR level
  - Conducting Grant Monitoring Visits at SR(s) on a periodic basis and draft feedback report for senior management review.
  - Timely follow-up on the feedback reports with the SR(s).

- Monthly reporting
  - Review the monthly accounting data in respect of predefined dimensions.
  - Review the final accounting in accounting software-Navision.

Other responsibilities

- Working under guidance of Finance Lead to maintain fund management.
- Reviewing of provision entries at the end of every quarter and providing the same to Finance Lead for final verification.
- Review FIND India finance policies, SOPs and procedures under guidance of Finance Lead.
- 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
- Assist in preparation and monitoring of the budget/s and forecast for FIND India
Establish, maintain, and reconcile the general ledger
Establish and maintain supplier / vendor and project specific accounts
Ensure transactions are properly recorded in the computerized accounting system
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 Organization.

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 Organization (Preferably in Development Sector) at least three of which is in a supervisory position.
- Audit and finalization 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
  - Ability and willingness to travel extensively (up to 30%), based on the needs of the job

Nature of Appointment:
The selected candidate shall be initially offered a consultancy contract till 31 December 2023.

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 and by 26 March 2022.

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 shortlisted candidates will be contacted.