

## India HIV/AIDS Alliance

*Invites talented professionals to consider joining our Alliance India at national level*

### State Finance Officer

(Location: Hyderabad)

**Period of Consultancy:** 3 months, From July 2021 to September 2021.

### Introduction:

India HIV/AIDS Alliance (Alliance India) is a diverse partnership that brings together committed organisations and communities to support sustained responses to HIV in India. Complementing the Indian national programme, we work through capacity building, knowledge sharing, technical support and advocacy. Through our network of partners, we support the delivery of effective, innovative, community-based HIV programmes to key populations affected by the epidemic.

Alliance India works through NGO and CBO partners to support efforts that have a sustainable impact on HIV. We place communities at the center and work to ensure that vulnerable and marginalised people are meaningfully involved in all aspects of our response, including sex workers, men who have sex with men, people who inject drugs, transgender individuals, and people living with HIV. Our programming and policy efforts are driven by evidence of what works; quality and accountability are core priorities in our interventions, technical support and grant management.

To learn more about our organisation, please visit our website: [www.allianceindia.org](http://www.allianceindia.org)

### Key Responsibilities:

- Maintain computerized records of cash receipts and disbursements, including preparation of receipts, payment and general journal vouchers
- Prepare vouchers and requisitions with details of Cost Codes, Activity Codes and Donor Codes
- Record all transactions in ledgers and in the computer-based accounting system in accordance with generally accepted accounting practices
- Ensure proper documentation of all transactions and maintain files of all supporting documentation for accounting entries
- Monitoring and financial management of funding and report generation for timely disbursement of funds to SSRs (Sub Recipients – CBOs) under the Vihaan programme.
- Regularly monitor financial performance of partner organisations including monitoring of spending under sub-grants, preparations of reports on all granting activities to relevant units, donors and other external bodies.
- Identify the areas where the Alliance NGO/CBO partners requires support and provide specific support on financial management, internal control systems, budgeting and sub-grants management, etc. to ensure effective programme implementation.
- Prepare and monitor advance payments disbursed for activities
- Ensure timely payment of all leases, vendors, staff salaries, insurance payments and other obligations
- Plan and ensure availability of adequate amounts of advance for staff, consultants and programme activities
- Maintain the petty cash imprest account and if needed, coordinate all bank related work, including handling of cash
- Support in the preparation of monthly, quarterly, six-monthly and annual financial reports.
- Review and analyse financial reports alongside programme reports with the programme team
- Prepare Cash Flow and Bank Reconciliation statements on monthly basis.
- Ensuring adequate support is provided in reporting requirements for FCRA compliance, Income Tax matters and any other statutory needs.
- Maintain statutory records and financial data.
- Provide necessary support for collecting details required for deduction of tax at source and distributing certificates to the respective deductees
- Provide assistance to internal and external auditors to facilitate successful completion of annual audit

- Ensure that the fixed assets register is regularly maintained and updated, ensuring procurement procedures are followed
- Provide information, documentation and financial reports required for consolidation of final accounts of the Alliance India.
- Oversee and negotiate the procurement of office-related contractual services, including suppliers of office equipment and maintenance services.
- Administer the process of insurance for office equipment/property and staff through tracking when renewals are due, issuing reminders and other documentation, and following up as necessary.
- To provide logistical support including arrangements for meetings/workshops, visits and travel for staff, visitors and consultants.
- Complement the activities of the other team members and provide support wherever required.
- Strictly follow the team objectives and individual activity plan and proactively contribute to the achievement of the strategic directions of the organisation; ensuring adherence to quality and timeliness of the deliverables.
- Uphold the mission/vision and values of Alliance India and to work within its equal opportunities framework, demonstrating the behaviours and competencies as appropriate for the position.

**Qualifications:**

- Graduation/ Post Graduation in Commerce stream

**Experience:**

- Minimum 5 years of work experience in Finance and accounting in organisations of similar settings
- Experience working in Tally

**Skills & Knowledge:**

- Excellent knowledge of MS Word, Excel.
- Experience working with diverse stakeholders including key populations (transgender individuals/Hijra, MSM, PWUD, sex-workers)
- Skills in Networking and effectively managing the internal and external stakeholders
- A team player with very good interpersonal skills.

*The position requires a strong commitment to HIV/AIDS and sexual and reproductive health and NGO activities in India, and a strong interest in and understanding the relevant issues.*

***Alliance India** is an equal opportunity employer. Applications are welcomed and encouraged from people most affected by the epidemic and living with HIV.*

*As a matter of policy, **Alliance India** operates rigorous recruitment and selection procedures and checks.*

Compensation package will commensurate with experience and in accordance with our pay structure. Mention your current salary details in the covering note.

Interested candidates meeting the above criteria are requested to submit their application along with a covering note to [recruit@allianceindia.org](mailto:recruit@allianceindia.org) before the closing date. Please indicate the title of the post applied for on the subject line of your e-mail.

**India HIV/AIDS Alliance**

6 Community Centre, Zamrudpur, Kailash Colony Extension, New Delhi – 110 048

Tel: (011) 4536 7700

Email: [recruit@allianceindia.org](mailto:recruit@allianceindia.org)

Website: [www.allianceindia.org](http://www.allianceindia.org)

Closing date for receipt of complete applications: 23 June 2021

Please note that we will not be able to notify all applicants. Only short listed candidates will be notified about the interview date.