

India HIV/AIDS Alliance (Alliance India)

invites talented professionals to consider joining our team in New Delhi

Director: Finance and Operations

(Leadership-level position; full-time)

Duty Station: New Delhi

Reports to: Chief Executive

Key Expectations from the position:

Alliance India is looking for a suitable candidate to take over the position of Director: Finance and Operations. The ideal candidate should have a strong commitment to work with community partners, with a passion to perform in a highly diversified and inclusive working environment and should connect strongly with the cause of HIV/AIDS as well as issues and concerns of vulnerable communities served by Alliance India. The incumbent is expected to ensure the active participation of Key Populations in decision-making and maintain strong community engagements to keep their interests first.

S/he will be responsible for building and maintaining operational functions in a highly efficient manner and follow a hindrance-free approach to ensure the smooth execution of programme activities in the field; vis-à-vis overseeing and maintaining quality in execution. The ideal candidate is expected to cultivate sustainable working relationships with a variety of external stakeholders, including donors, Government functionaries and field-level partners and leverage those relationships to create new opportunities to deliver on Alliance India's mission.

The candidate is also expected to play an active role in the overall welfare of the organization with a strategic approach, understanding the values, contributing to a culture of transparency, emphasising enabling systems, and promoting innovation and excellence.

About Alliance India:

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

Summary of Responsibilities:

The Director of Finance and Operations is responsible for the efficient and effective functioning of Alliance India's grants, finance, IT and administrative systems and procedures. S/he will ensure that these are understood by staff and that they comply with statutory requirements while promoting the optimum use of resources. S/he will be a key member of the leadership team at Alliance India and advice on financial strategy and policies. S/he will lead the negotiation of funding agreements with donors, support resource mobilisation efforts and ensure compliance related to contractual requirements. In addition, the incumbent shall act as the Company Secretary for Alliance India and ensure that all legal and statutory compliances required for the organisation are met. As a senior team member, the incumbent will also support in developing and implementing technical support strategies designed to strengthen the financial and administrative functions of Alliance India's partner organisations.

The key responsibilities of the position are as follows:

Leadership and management

- Guide and manage the Finance and Operations team of Alliance India, which comprises Grants Management, Corporate Finance, Internal Audit, Administration, and IT functions.
- As a member of the management team of Alliance India, contribute to the strategic management, resource mobilisation and overall development of Alliance India.
- Be responsible for all statutory compliances and support newer initiatives to ensure financial and statutory requirements in the spirit of transparency and accountability of the organisation. Advise the Chief Executive on finance strategy and policy and relevant developments in the policy environment.
- Ensure that Alliance India operates efficiently and effectively in order to meet output targets and achieve financial and organizational results.
- Oversee and be accountable for the development and implementation of agreed budgets and work plans, management of costs, and integrity of control systems and management processes by ensuring that Alliance India's finance and administrative functions and policies are regularly reviewed and improved, in collaboration with responsible staff in the organisation.
- Lead the team through continuous encouragement, supporting work and activity plans, and closely monitoring the quality of activities and deliverables through a hands-on, lead-by-example approach.

Finance and Grants Management

- Ensure the development and implementation of effective financial/grants management, control and monitoring systems across all Alliance India programmes and operations in India, including systems focused internally to the organisation as well as for the partner organisations funded through Alliance India.
- Advise the Chief Executive on the financial implications of proposed strategies and plans.
- Lead the preparation and negotiation of funding agreements with donors on behalf of Alliance India.
- Take the lead in developing and monitoring budgets to meet the needs of Alliance India based on strategic and operational plans approved by the Chief Executive and the Board of Directors.
- Lead the preparation of timely and regular financial reports for programmes/donors and Alliance operations across India to facilitate decision-making and monitoring and meet donor requirements.
- Ensure the timely and accurate production of regular management accounts, financial and cash flow forecasts, statutory annual accounts and reports.
- In collaboration with appropriate team members, ensure all external reporting commitments are fulfilled in a timely manner.
- Review prepared memoranda of understanding/agreements for partner organisations and oversee the negotiation of all service delivery contracts with various companies.
- Develop work plans and budgets based on agreed planning frameworks for the Finance & Operations Department and oversee its effective implementation.
- Advise and assist the team in developing and implementing technical support strategies designed to strengthen the financial functions of partner organisations of Alliance India.

Statutory and Legal Compliances

- Ensure that financial systems are consistent with all the requirements of taxation legislation and statutory obligations in India.
- As and when required by the Chief Executive, support the internal audit function to strengthen Alliance India's as well as our partner organisation's systems and ensure compliance with legal and statutory requirements.
- Ensure that the statutory external audits and donor audits are managed effectively and required corrective action has been taken to strengthen the systems.
- Liaise with statutory authorities and external advisers to ensure that Alliance India complies with all relevant statutory and legal requirements.
- Coordinate with Chief Executive and ensure that Board meetings of Alliance India are convened as per the regulations and minutes, and reports are prepared and submitted.
- Responsible for preparing the required documentation for the Finance & Audit Committee meeting with the Board of Directors and ensuring that the meeting is convened as per the schedule.

Ensuring Progressive Sustainability

- Being a senior team member, identify and pursue potential funding opportunities and support innovative areas of fundraising and new business development that are aligned with the current strategy and programmatic priorities of Alliance India.
- Ensure a consistently progressive and forward-looking funding base for the organization, which meets operational requirements such as cost recovery.
- Create pathways for the long-term sustainability of the organisation

Stakeholder Relations Management and Representation

- Oversee and manage relationships with Lead Partners of Alliance India and significant implementing partners in collaboration with key staff in Alliance India.
- Manage relationships with current and prospective donors and funding agencies in collaboration with key staff at Alliance India.
- Maintain a strong relationship as a lead partner of Frontline AIDS in the UK.
- Act as a spokesperson and ambassador for Alliance India, always protecting and promoting its goodwill to enhance visibility and create a brand image for the organization.

Administration and IT

- Ensure that administrative systems in the organisation satisfy various donor requirements and ensure periodic reviews and updates.
- Ensure all team members are satisfied and supported to ensure the highest level of productivity and motivation, with timely contracts, remuneration and other facilities as deemed necessary.
- Ensure that IT systems in the organisation are adequate to meet the ongoing requirements and that new innovations and technologies are being inducted into the organisation periodically for better efficiency and cost-cutting.

Other Management Responsibilities

- Ensure effective coordination and collaboration within the team and with Programmes, Strategic information, and business development departments to maximise the opportunities an integrated team offers.
- Ensure proactive management of risk within the area of responsibility, including regular risk assessment, designing, and implementing actions to manage risk and escalating critical risks, as necessary.
- Uphold the mission/vision and values of Alliance India and work within its equal opportunities framework, demonstrating the behaviours and competencies as appropriate for the position.

Education

- High level of academic achievement with professional accountancy qualification, a Chartered Accountant or equivalent qualification.
- A professional qualification in ICSI, or management stream, will be an added advantage.

Experience

- Minimum 12 to 15 years of progressively responsible management experience in finance and grants management.
- At least 5 to 7 years' experience in a senior management or executive position in a national/international organization in a similar capacity.
- Experience managing a multi-donor project office in a large, dynamic national not-for-profit organization or international organisation.
- Demonstrated experience of onward granting in the non-profit sector.
- Demonstrated experience in compliance with statutory and contractual requirements.
- Demonstrated knowledge and understanding of partnerships, principles of NGO support and donor environment, donor relations/negotiations and reporting.
- Experience in providing technical support to and capacity building of organisations.
- Hands-on experience in procurement management and building robust systems.

Essential Attributes:

- Skilled, understanding of and experienced in managing the dynamics of different, valid perspectives in a medium to large organisation.
- Highly passionate about his/her work with strong community engagement skills.

- Emotionally mature, patient, persevering, diplomatic, tactful, and discreet.
- People skills, able to navigate team dynamics, and promote resolution of conflict at the workplace.
- Gender sensitive
- Project management skills and the ability to manage multiple tasks and competing responsibilities across multiple disciplines.
- Significant organisational development experience.
- Proven experience in developing and maintaining strong and effective relations with donors, and government functionaries.
- Proven experience in developing and writing financial proposals for bilateral/multilateral donors, private foundations, and trusts.
- Strategic vision and leadership in producing sound strategies for action.
- Strong personal commitment to HIV, AIDS and sexual & reproductive health and rights.
- Excellent communication skills, fluent in English and other Indian languages
- Reputation as a flexible team player who can forge consensus in a matrix organization.
- Ability and willingness to undertake extensive travel, primarily within India.

Desirable qualities/experience/skills:

- Experience working in the development sector, preferably with a public health organisation.
- Good understanding of development issues and health financing
- Experience in managing public health programmes in India.

The position requires a strong commitment to HIV/AIDS and Sexual and Reproductive health and civil society initiatives in India and a demonstrated interest to engage with relevant issues.

***Alliance India** is an equal-opportunity employer. Applications are welcomed and encouraged by people most affected by the epidemic and living with HIV and the members of the key population we work for.*

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

The compensation package will be commensurate with qualification and experience. Interested candidates meeting the above criteria are requested to submit their application along with a cover note to recruit@allianceindia.org before the closing date. Please indicate the title of the position applied for in the subject line of your e-mail and mention your current payment details in the cover note.

India HIV/AIDS Alliance

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

Tel: (011) 4536 7700

Email: recruit@allianceindia.org

Website: www.allianceindia.org

Closing date for receipt of complete applications: 15th February 2023. However, applications will be considered on a rolling basis.

Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about subsequent selection procedures. Canvassing in any form shall be considered a disqualification in the recruitment process.