

India HIV/AIDS Alliance

invites talented professionals to consider joining our team in New Delhi

Senior/Associate: Finance & Accounting

(Full-time)

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 sustainably impact 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.

We are certified as a “Great Place to Work” a coveted certification that endorses and promotes a high-trust, high-performance work culture.

To learn more about our organisation, please visit our website: www.allianceindia.org

Summary of Responsibilities:

The Senior/Associate: Finance & Accounting is responsible for maintaining accurate documentation of Alliance India expenditures, maintain books of accounts and assisting in preparing financial reports, tax deductions at source, bank reconciliations, and assisting with audits.

The **key responsibilities** of the position are as follows:

- Maintain daily records of cash receipts and disbursements, including preparation of receipt payments, general journal vouchers, and cheques for signatures.
- Preparation of vouchers requisition with details of Cost Code, Activity Code and Donor Code and maintain books, statutory records, and financial files.
- Recording all transactions in a computer-based accounting system in accordance with generally accepted accounting practices ensuring proper documentation of all transactions and maintaining files of all supporting documentation for accounting entries.
- Ensure timely payment of all leases, vendors, insurance payments and other obligations.
- Ensure and make arrangements for adequate cash in the office for regular office consumables, staff/consultants travel, workshops etc.
- Maintain the petty cash imprest account in coordination with petty cash dealing hand.
- Prepare the monthly bank reconciliation and cash summary.
- Responsible for preparing monthly financial reports for the review and analysis of management team members.
- Provide necessary data to the Associate Director/Accounts Officer to prepare the monthly, quarterly, half-yearly and annual reports for Alliance India's management team.
- Prepare regular statements like bank reconciliation, monthly cash summary and Cash Flow statements.
- Responsible for deducting various taxes; timely deposit with the Government authorities.
- Managing the travel advance and its expenditure verification submitted by team members and ensuring its timely settlement.
- Work closely with respective grants/programme team members and ensure timely payment release to partner organisations/field teams.
- Complement the activities of the other departments within the team and provide support wherever required.
- Uphold the mission/vision and values of Alliance India and work within its equal opportunities framework, demonstrating the behaviours and competencies appropriate for the position.

Qualification

- Graduation and/or Post Graduation in Commerce stream

Experience

- At least 2 to 3 years of experience managing similar responsibilities in Finance/Accounting functions.
- At least 1 year's relevant experience in an NGO or comparable setting will be an added advantage.
- Experience in computerised accounting, especially in Tally.
- Good understanding of statutory and financial compliance-related matters, especially in various taxation and its return procedures.

Skills:

- Good understanding of the onward granting in the non-profit sector.
- Ability to work effectively in teams as well as independently.
- Excellent writing and verbal communication skills.
- Sharp, accurate with a keen eye for details.
- Organised and systematic.
- Ability and willingness to undertake travel within India.
- Strong commitment to HIV/AIDS and sexual and reproductive health and rights.
- Fluent in English and Hindi – and in any one additional language.

Desirable qualities/experience/skills:

- Good understanding of development issues and the HIV epidemic in India.
- Understanding of the principles of NGO support.

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 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: 28th May 2023.

Do not wait till the closing date to apply for the position. Interviews are likely to be conducted with suitable candidates even before the closing date of the application.

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.