



India HIV/AIDS Alliance (Alliance India)

invites talented professionals to consider joining our team in New Delhi

Finance & Accounting Officer

(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 position will support the finance function in the management of accounting systems, policies and procedures in compliance with accounting standards, Generally Accepted Accounting Principles (GAAP), donor’s guidelines and legal requirements to support high-quality programmes. As part of an experienced finance team, the position will help coordinate daily financial activities through the duties outlined below:

Specific Responsibilities:

- Compile periodic (monthly, quarterly, six-monthly, and annual) financial reports and analytical documents for senior management review and stakeholder submission.
- Prepare Cash Flow Statements and forecast cash flow situations based on the availability of funding and grants received from various donors along with corresponding expenditures.
- Perform bank reconciliations to ensure accuracy and consistency in financial records.
- Collaborate with the grants management team to ensure timely disbursement of grant funds to various partner organisations.
- Prepare draft Income & Expenditure Statements, Trial Balance, and Balance Sheet along with supporting schedules for statutory audit and also provide information, documentation and financial reports required to consolidate final accounts.
- Assist in developing periodic (six monthly and annual) budgets.
- Ensure compliance with reporting requirements under FCRA, Income Tax Act, Companies Act, Provident Fund and any other applicable statutes maintaining statutory records and financial files.
- Deduction and timely deposit of various statutory dues with the Government authorities and prepare and file periodic (monthly/ quarterly/ annual) returns.
- Provide necessary documentation and information during internal, statutory, and project audits to ensure successful completion.
- Verify bills, receipts and expense claims submitted by staff members against reimbursable salary and follow up for timely submission of the same.
- Verify invoices of vendors towards project expenses and record transactions in the accounting system.
- Monitor account balances, share reports on material exceptions and identify long outstanding accounts for corrective actions.
- Prepare cheques and upload online payments for review by the line manager or bank signatory.
- Prepare and circulate monthly expense vs. budget monitoring reports to senior management and the Program Manager and discuss the performance with project managers monthly.
- Provide targeted technical support to partner organisations through deskwork and field visits as needed.
- Manage petty cash accounts effectively.

- In coordination with the Finance Associate(s), prepare vouchers and requisitions and record all transactions, cash receipts, and various payment disbursements.
- Ensure proper documentation of all transactions and maintain files/ records of all supporting documentation.
- Support resource mobilisation activities, particularly in developing budgets aligned with concept notes and work plans during project/ programme proposal submission.
- Complement the activities of the other departments and provide support as required.
- Strictly follow the organisational work plan and individual activity plan, contributing proactively to Alliance India's strategic goals, and ensuring quality and timeliness of deliverables.

Education & Experience

- Post-graduate/master's degree in accounting
- At least 4 to 6 years of relevant experience in handling organizational accounts in a recognized medium to large organisation.
- Experience working with NGOs in similar setups will be an advantage.
- At least 2 years experience in finalizing books of accounts, including preparation of Balance Sheets
- Knowledge of computerised accounting packages, especially Tally is a must.
- Demonstrated knowledge and understanding of financial compliance-related matters and donor reporting.

Essential Attributes:

- Ability to work effectively in teams as well as independently.
- Strong commitment to teamwork, collaboration, consensus building and negotiation.
- Excellent writing and communication skills.
- Strong analytical ability with an eye for details.
- Excellent interpersonal skills.
- Willingness to undertake travel for an average of 10% of the time.
- Commitment to vulnerable key population rights and inclusion and rights-based responses to HIV and generally to the key populations affected by the epidemic.
- Fluent in English and Hindi.

Desirable qualities/experience/skills:

- CA/ CWA (Inter)
- Experience in providing financial management/accounting support to NGOs/CBOs.
- Understanding of the principles of NGO support.
- Experience working at State, National or International levels in the development/health sector.

The position requires a strong commitment to HIV/AIDS and Sexual and Reproductive health and civil society initiatives in India and a demonstrated interest in engaging 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: 13th June 2024. 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.