

Introduction

KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child Health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

KHPT has been selected as a Non-Government Principal Recipient (NGPR) for The Global Fund to Fight AIDS, Tuberculosis and Malaria (The Global Fund), for the grant cycle 2024-2027, for the TB grant in India. The key project elements include community engagement, capacity building, and technical assistance. The major interventions of the project encompass (i) TB Champion Engagement across 14 states and one UT (ii) TB Mukht Grama Panchayath activities in 13 states (iii) Nationwide Technical Assistance for Direct Beneficiary Transfer (DBT) and Pradhan Mantri TB Mukht Bharat Abhiyan (PMTBMBA) - Sustaining the adoption initiative and strengthening service delivery linkages (iv) Strengthening counselling and patient support systems. KHPT will partner with suitable organisations as Sub Recipients (SRs) in implementing the project. The Major Stakeholders include The Global Fund, The Central TB Division (CTD), State National TB Elimination Program (State NTEP) and Local Funding Agent (LFA).

KHPT is seeking application for the following position

Finance, Accounts, Admin Officer

Positions: 2

Location: New Delhi

Project Till: 31-Mar-2027

Qualification, Skills & Competencies

- Minimum graduate degree in commerce or equivalent disciplines and possess a minimum of 2-3 years of experience
- Proficient in the use of accounting software like TALLY, MS Excel, with the ability to derive actionable financial insights from accounts through software applications.
- Good Interpersonal & communication skills
- Good understanding of statutory compliances of the development sector organizations.
- Basic monitoring skills

- Budgeting, Forecasting, Review of Budget Vs Actuals and Financial Reporting
- Flexible with travelling as this position may require travel to Project locations.

Roles and Responsibilities

- Spearhead the development and implementation of financial plans across all districts in alignment with the program objectives.
- Ensure meticulous financial documentation and timely reimbursement of program-related payments to TB Champions (TBCs), Community Coordinators, District Leads, and other stakeholders.
- Collaborate with district leads to compile and analyze financial data, preparing regular financial reports. Submit these reports to the State Lead and the head office on a consistent basis.
- Take the lead in training and building the project finance related capacity of Community Coordinators. Ensure their proficiency in the financial system for effective documentation and utilization of grants.
- Assume responsibility for office management at the district level, overseeing administrative processes to maintain a smooth and organized workflow.
- Ensure that financial planning and documentation comply with relevant regulations and ethical standards. Uphold transparency and integrity in all financial transactions.
- Collaborate closely with district leads, State Lead, and head office to align financial processes with overall program goals and objectives.
- Monitor the utilization of funds and grants, ensuring they align with the approved financial plans and contribute to the successful execution of program activities.
- Identify opportunities for improvement in financial management processes. Implement measures to enhance efficiency, accuracy, and adherence to financial guidelines.
- Maintain effective communication and coordination with all stakeholders involved in financial planning and reimbursement processes.
- Implement risk management strategies to address potential financial challenges and ensure the program's fiscal health and sustainability.
- Responsible for administration functions (i.e. Vendor Empanelment, Procurement, Events and Workshop Meetings budgeting & other tasks)
- Coordination with HR, Admin and Finance Unit at HO

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on project requirements.

Reporting

The Finance, Accounts & Admin Officer will be reporting to the Finance Manager, Impact India, New Delhi or person designated

Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

KHPT is committed to providing a safe and supportive work environment for all employees. We uphold the principle of equal opportunity and actively welcome female applicants. In addition, we encourage individuals with physical challenges, provided they possess the necessary skills and knowledge, and are willing to travel to apply. We seek candidates who can seamlessly integrate into our non-discriminatory, inclusive, and equitable organizational culture.

We will follow a systematic selection process to fill this position, taking into account experience, competency, suitability, aptitude to work with our health programs, and extensive knowledge of the areas we work in. Only candidates who meet our shortlisting criteria will be invited for an interview.

The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.

The above-mentioned position requires outstanding communication, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

How to apply

Prospective candidates should submit their applications by clicking the "Apply Online" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.

The deadline for submissions 25th September, 2025.

P.S: Interested candidates are encouraged to apply at the earliest, as interviews will be conducted on a rolling basis and the position will be closed once a suitable candidate is found. Immediate joiners will be preferred.