

Terms of Reference (ToR)

Position Information

Office/Project	TB Projects
Designation	Finance Executive
Reporting Supervisor	Finance Head
Duty Station*	Gurugram, NCR of Delhi
Type	In Person- Consultant Full-time
Total Position Openings	_01
Project Period	01-May-2024 to 31-Mar-2027
Travel	2-4 days to project locations in a month

Doctors For You is seeking applications from an experienced Finance Executive to join our team and play a key role in ensuring the financial accountability and transparency. The Finance Executive will be responsible for managing all aspects of financial reporting and accounting. From this position, the ideal candidate will be directly reporting to the Finance Head - TB Projects. The candidate will work from the admin office in Gurugram in NCR of Delhi.

Qualification, Skills & Competencies:

- Minimum two (2) years' work experience in General Accounting.
- Bachelor's degree in Finance, Accounting, or a related field is preferred.
- Proven experience in handling accounting software such as Tally for accounting and financial management.
- Good computer skills (including demonstrated fluency with Microsoft Excel), able to pick up new and existing programs related to the job quickly
- Working knowledge of office procedures, records management, and document processing;
- Basic Knowledge of financial regulations and compliance standards.
- Excellent communication and teamwork skills.
- Financial data analysis, Bookkeeping and accounting
- Excellent quantitative and qualitative analytical skills with an eye for detail.
- Ability to work in a fast-paced environment and meet deadlines.

Roles and Responsibilities:

- Data Entry and Recording:
 - Produce accurate monthly and other field financial reports
 - Enter financial transactions and maintain records in Tally software.
 - Verify the accuracy of data and ensure all entries are up-to-date.
- Ledger Management:
 - Maintain and reconcile ledgers, including cash, bank, and accounts payable/receivable.
 - Ensure that all transactions are correctly categorized and allocated to the appropriate accounts/budget heads.
- Financial Reporting:
 - Prepare regular financial reports for internal and external stakeholders.
 - Ensure compliance with all relevant financial regulations and policies.
 - Assist in the preparation of documentation for audits and financial inspections.

- Budget Monitoring:
 - Collaborate with the finance team to monitor budgetary performance.
 - Assist in the preparation of budget reports and variance analysis.
- Data Analysis:
 - Analyse financial data to identify trends, discrepancies, and potential areas for improvement.
 - Provide insights and recommendations based on data analysis.
- Support Finance Team:
 - Collaborate with the finance team in various accounting tasks and projects.
 - Assist in the preparation of financial forecasts and plans.
- Documentation:
 - Maintain organised and accurate financial records and documents.
 - Ensure that all financial documents are filed appropriately for easy retrieval.

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 executive will be reporting to the finance Head.

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.

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 with quoting the **job title** on the subject line, include updated CV and Cover letter clearly explaining how you fit into the role and why you should be shortlisted on hr.gfund@doctorsforyou.org copy to hr@doctorsforyou.org.

- Please ensure that your application is complete with the above-mentioned documents. The candidates not submitting their applications with the required documents will not be considered.
- The appointment will be subject to certification that the candidate is medically fit to take on the role.
- Any attempt for persuasion will be considered as a disqualification.
- Only short-listed candidates will be invited for assessment.
- DFY is a tobacco and alcohol-free organization.
- Women candidates are especially encouraged to apply.
- The last day for submissions is 25th April, 2024 (The last date for application has been extended till 15th May, 2024)

Only shortlisted candidates will be contacted.

Safeguarding Commitment : At DFY, we are committed to Safeguarding and Protection of the communities, staff, and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with DFY are recruited. This post is subjected to a range of vetting checks, including a criminal records disclosure. Background and Reference checks will be conducted, and ethics are part of the regular performance appraisals.

About Doctors For You

Doctors For You (DFY) is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a humanitarian organization from India with international presence and is working in various disaster hit zones for the last 16 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disaster, conflicts and epidemics.

We are also committed to reducing disaster risk to human society by delivering training and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.

Doctors for You was founded in India in 2007, by doctors, medical students and like-minded people with a vision of “Health for all.” Currently, DFY is working on various projects in different states of India involving health professionals, Disaster Management Practitioners, Social Workers and Administrative Staff.

The organization received several awards viz. The SAARC Award (2010), The British Medical Journal Group Award (2009), Golden Ruby Award (2015) and recognition from state governments for its outstanding contribution to the humanitarian field.

Since 2012, our focus has been on Tuberculosis starting with our DOTS providers at primary health centres, and over time, we've evolved to become the leading organization overseeing TB programs across 84 districts in India. Our endeavours have spanned various initiatives including diagnosis, treatment adherence training, capacity building, nutrition programs, and active case finding. With the latest Global Fund Grant, we're set to implement programs targeting drug-resistant tuberculosis, EPTB, and active case finding.