

## Terms of Reference (ToR)

### Position Information

Office/Project	TB Projects
Designation	Finance Lead
Reporting Supervisor	Operational 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 Lead to join our team and play a key role in ensuring the financial accountability and transparency. The Finance Lead will be responsible for managing all aspects of financial reporting and accounting. From this position, the ideal candidate will be directly reporting to the Operations Head - TB Projects. The candidate will work from the admin office in Gurugram in NCR of Delhi.

### Qualification, Skills & Competencies:

- Bachelor's degree in Accounting, Finance, or a related field; CPA or similar certification preferred.
- Five plus years of progressive accounting experience, including experience in an NGO or nonprofit organization - preferred.
- Experience working with Global fund grant is a strong plus.
- Proficiency in accounting software- e.g. Tally Prime and Microsoft Excel.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a team-oriented environment.
- Knowledge of grant accounting and compliance regulations is a plus.
- Ability to manage a team.
- Budgeting and forecasting
- Financial modelling
- Risk management
- Knowledge of accounting principles and standards

### Roles and Responsibilities:

- Financial Management:
  - Oversee all aspects of financial management, including budgeting, forecasting, and financial reporting with respect to Global fund reporting mechanism.
  - Maintain accurate and up-to-date financial records, ensuring compliance with GAAP or relevant accounting standards.
- Budgeting and Planning:

- Collaborate with program managers and department heads to develop annual budgets and monitor budget vs. actual performance. Provide financial insights to support strategic planning and decision-making.
- Grants and Funding Management:
  - Manage grant accounting, ensuring compliance with donor requirements. Prepare financial reports for grants and funding sources, tracking funds usage and reconciling accounts.
- Financial Reporting:
  - Prepare and present monthly, quarterly, and annual financial reports to senior management and the board of directors. Assist in the preparation of audited financial statements and coordinate external audits.
  - Need to prepare utilisation report for individual projects.
- Compliance and Risk Management:
  - Ensure compliance with all relevant laws, regulations, and organizational policies. Identify financial risks and develop strategies to mitigate them.
- Systems and Process Improvement:
  - Continuously improve financial processes and systems to enhance efficiency and accuracy. Implement best practices in financial management and accounting.

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 Head will be reporting to the Operational Lead , Delhi.

**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](mailto:hr.gfund@doctorsforyou.org) copy to [hr@doctorsforyou.org](mailto: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 25<sup>th</sup> April, 2024 (The last date for application has been extended till 15<sup>th</sup> 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.