

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 is seeking application for the following position.

Deputy Director - Finance

Positions: 1

Location: Bengaluru, Karnataka

Qualification, Skills & Competencies

- CA with 3-5 years of experience/ or MBA, M.Com, any relevant post-graduation degree in finance with 12-15 years of senior level experience with 5 to 10 years of progressively responsible positions in a large-scale, auditing, commercial or non-profit environment
- Demonstrated high experience to lead the financial team in this growing, nation-wide operation
- Leadership capability and multi-tasking ability.
- Good Interpersonal & communication skills
- Outstanding analytical, spreadsheet and accounting software skills;
- Ability to design and deliver training programme related to the subject

Roles and Responsibilities

- Oversee accurate and up-to-date accounting records in compliance with KHPT's financial systems, statutory laws, and donor requirements.
- Ensure proper review, authorization, and documentation of all financial transactions as per the Finance Manual.
- Ensure full compliance with statutory requirements (Income Tax, PF, ESI, PT, LWF, FCRA, etc.) and donor regulations.
- Lead annual and project budgeting, financial planning, and cash flow forecasting processes.
- Collaborate with the Program Teams to review donor and project budgets, projections and monitor utilization, and ensure adherence to grant and statutory compliances.
- Provide financial guidance and support to program staff for effective implementation of planned activities.
- Undertake regular visits to project and branch offices to review financial systems, ensure compliance, and build staff capacity.

13th Oct 2025

- Coordinate internal, statutory, and donor audits, ensuring timely completion and implementation of recommendations.
- Supervise and mentor the finance teams of KHPT and also sub-recipients, strengthening capacity in financial management and donor compliance.
- Drive continuous improvement in financial systems, process automation, and internal control mechanisms.
- Liaise with donors to ensure compliance with reporting and audit requirements.
- Coordinate with banks and financial institutions to ensure smooth financial operations.
- Oversee audit and taxation functions to ensure timely and accurate compliance.

Reporting

The Deputy Director-Finance will be reporting to the Director - Finance or person designated by him

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](https://www.khpt.org/work-with-us/)" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.

The deadline for submissions is 30th Oct 2025.