

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

National Finance and Accounts Manager

Positions: 1

Project: GFATM - Impact India, KHPT

Division: NPMU

Location: Central TB Division (CTD), New Delhi

Project Till: 31-Mar-2027

Qualification, Skills & Competencies

Qualifications:

- Essential: Master's in commerce / MBA (finance) from a recognized University/ Institute
- Experience: Minimum 10 years of post-qualification work experience after qualification preferably in Govt. / Public sector/multilateral projects or nonprofit organizations in accounting, including analysis financial reporting, budgeting and financial software and

reporting systems at national and state level. Preference will be given to who have NTEP-related experience.

- Desirable: Chartered Accountant and 4 years of experience in TB programs and Global Fund grant.

Skills & Competencies

- Strong understanding of financial laws, direct/indirect taxation, accounting standards, and regulatory frameworks
- Excellent understanding of various payment for result based funding approaches, contract management/payment tools, various payment matrices and contract clauses.
- Strong analytical background with organizational skills (e.g. budgeting, financial management)
- Working knowledge of computers including MS Office package essential
- Technical expertise in the areas of overall financial management and planning
- Ability to interact and deliberate financial discussions with relevant stakeholders, civil society and donor agencies.
- Conversant with computer operations required for virtual meetings/ interactions.
- Ability and willingness to travel extensively.
- Proficiency in spoken and written English is essential

Roles and Responsibilities

- Maintain the accounting system for the project, utilizing standard accounting procedures, which will ensure documentation and recording of sources and uses of funds in line with the Global Fund requirements.
- Prepare quarterly/semi-annually/yearly financial reports and other related reports as per the donor requirement for submission to the Global Fund.
- Provide budgetary inputs into the project finance expenditure reports of non-government principal/sub recipients and track their progress.
- Support in preparing monthly/quarterly fund utilization summary reports for implementing agencies/ SR.
- Facilitate submissions of audit and other expenditure reports to LFA/Global Fund as per the grant requirements.
- Providing support to CTD in releasing existing payments to Sub recipients, when required.
- Manage project expenditures, ensuring full compliance with project rules and procedures agreed with GFATM.
- Assist in preparation of budget estimates/ allocation for Project activities.
- Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements.
- Prepare finance status update/report for review meetings with donor agencies, India CCM and internal CTD requirements
- Supervisory visits to NG-PRs and States.
- To render financial advice to states/NG-PRs/SRs on all financial matters.
- Any other additional work assigned by Reporting Officer

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

National Finance and Accounts Manager will report to the Nodal Officer – CTD and Project Director – Impact India, KHPT

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 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 9th Dec, 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.