

3rd Aug, 2022

Introduction

KHPT is a not-for-profit organization that has, for over two decades, worked alongside India's most vulnerable communities to improve their health and wellbeing. Our journey began in 2003 with focused initiatives to reduce the prevalence of HIV in Karnataka, and since then, our work has expanded to address a wide range of public health issues across the country. In places where health remains out of reach, held back by stigma, silence or systemic gaps, we have worked to change that reality. We believe the answers already exist in local knowledge, the culture of the place, and in collective intent. While health is our focus, we see it in its full context shaped by poverty, gender, social norms, urbanization and climate. We bring together technical expertise and community wisdom, blending data, dialogue and systems thinking to strengthen health systems and empower communities. Because health and wellbeing are rights. And every community deserves not just access, but the power to shape its own wellbeing.

KHPT is seeking application for the following position.

Finance Officer

Positions: 1

Location: Harapanahalli, Vijayangar District- Karnataka

Qualification, Skills & Competencies

- Graduate/ Post graduate degree in Commerce or Finance with minimum 4-6 years of experience in Finance and Admin is essential.
- Hands on knowledge on software like –MS Office, Tally, ERP9, etc.
- Good verbal and written skills over English and local languages, sound communication skills, convincing skills, negotiation skills and ability to work as a team member.

Roles and Responsibilities

- Verification of bills and preparing tally voucher.
- Preparing of SOEs related to project.
- To maintain accounts records (receipts etc.) of project
- To deal with passing of bills with thorough scrutiny as per laid down procedures.
- To maintain computerized cashbooks
- To process the payroll and deal with project staff salaries and consultancy.
- Review of all advances and follow-ups
- Addressing Finance related funder requirements
- To close the books after day's transaction
- To entry financial data in computer
- To carry out all other assignments given from time to time by the Finance Manager

Reporting

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The Finance Officer will be reporting to the Manager-Finance or the person designated by him/her.

Remuneration

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be set based on qualification, relevant experience, budget availability 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/](https://www.khpt.org/work-with-us/).

The deadline for submissions is 22nd March 2026.