

**Applicants are required to Walk-In for Interview on 14<sup>th</sup> August 2018 at 10 am with original certificates, pay-slips for previous three months, experience certificates and other documents as relevant**

## **Deputy Manager – Finance**

### **Terms of Reference**

1. Providing technical assistance in formulation and monitoring of financial contracts, assessment of financial statements, supervising formulation and ensuring implementation of standard operation administrative procedures
2. Providing technical assistance in finance management of KIHT
3. Ensuring financial discipline and operational efficiency of the organization
4. Ensuring compliance to all statutory financial norms
5. Undertake other assignments, which may be assigned from time to time.

### **Eligibility:**

- Graduate/Masters with finance/accounting/commerce as basic qualification. Previous work experience in similar positions and supervisory functions of finance.
- At least 3 years of post basic qualification work experience in the area of establishing finance systems, and standard operation procedures in healthcare/manufacturing/scientific organizations.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents. High level of proficiency in application of TALLY / other financial management software
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel
- Age up to 45 years